

PROFESSIONAL SUMMARY

Experienced Full-Cycle RPO Recruiter with over 8 years of expertise in end-to-end recruitment processes. Skilled in sourcing, screening, interviewing, and hiring candidates across a variety of industries, including IT, finance, and marketing. Proven ability to drive recruitment efforts that align with business objectives while ensuring a positive candidate experience.

EDUCATION

Bachelor of Science in Business Administration

Seattle University – WA
Graduated: May 2016

Professional Development

- Attended the National Recruiting Conference (2023) to stay up-to-date with recruitment trends and tools.
- Completed an advanced course in Negotiation and Candidate Offer Strategies, enhancing negotiation skills for better offer acceptance.

SKILLS

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| • Full-cycle recruitment | Expert |
| • Candidate sourcing and screening | Expert |
| • Interviewing and assessment | Expert |
| • Offer negotiation | Expert |
| • Talent acquisition strategy | Expert |
| • ATS systems (iCIMS, Taleo) | Expert |
| • Relationship building with hiring managers | Expert |
| • Candidate onboarding | Expert |

EXPERIENCE

2019 - Now

Full-Cycle RPO Recruiter

Carter Recruitment Solutions / Seattle, WA

- Lead recruitment efforts for clients in tech and financial sectors, managing high-volume, full-cycle hiring for positions ranging from entry-level to senior executives.
- Source candidates through job boards, LinkedIn, and talent networks, conducting initial screenings and interviews.
- Provide guidance to hiring managers and clients, ensuring recruitment strategies aligned with organizational goals.
- Coordinate candidate offers and negotiate terms, resulting in a 20% improvement in offer acceptance rates.
- Maintain accurate ATS records, track candidate progress, and provide reporting on recruitment metrics.

2017 - 2019

Recruitment Consultant

RecruitRight Solutions / Seattle, WA

- Managed end-to-end recruitment for various clients, specializing in IT and engineering roles.
- Conducted candidate sourcing, phone screenings, and in-person interviews, providing detailed candidate reports to clients.
- Developed tailored recruitment strategies to attract top talent and reduce time-to-hire by 15%.
- Managed candidate pipelines, tracked interview processes, and ensured timely feedback to candidates.