

Recruiter

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SUMMARY

Results-driven full-cycle recruiter with seven years filling technical and corporate roles, running Greenhouse and LinkedIn Recruiter to carry 25 open requisitions while holding time-to-fill at 32 days.

EXPERIENCE

Senior Recruiter, Vanguard Talent Partners

2021 – Present

City, ST

- Owned a steady desk of 25 open requisitions across engineering and sales, filling 90-plus roles per year.
- Held average time-to-fill at 32 days, beating the 45-day team benchmark by sourcing passive candidates early.
- Ran Greenhouse as the ATS of record, keeping pipeline stages and feedback current for hiring-manager visibility.
- Sourced through LinkedIn Recruiter and Boolean search, generating a 38% reply rate on cold outreach.
- Maintained an offer-acceptance rate of 91% by aligning compensation expectations early in the process.
- Reduced cost-per-hire 22% by shifting two agency-dependent roles to direct sourcing channels.
- Built structured interview scorecards with hiring managers, improving interviewer agreement and fairness.
- Coached eight hiring managers on inclusive interviewing, lifting diverse-slate representation in finalist pools.

Corporate Recruiter, Beacon Staffing Solutions

2018 – 2021

City, ST

- Managed full-cycle hiring for high-volume customer-service roles, filling 140 positions in a single year.
- Screened around 60 applicants weekly, advancing qualified candidates through structured phone interviews.
- Administered Lever as the ATS, automating rejection and scheduling communications to speed candidate flow.
- Cut average screen-to-offer time from 21 to 14 days by introducing same-week interview loops.
- Partnered with the hiring team on job-description rewrites that doubled qualified applicant volume on two roles.
- Tracked a candidate-experience survey that held a 4.6 of 5 satisfaction score across rejected applicants.

EDUCATION

Bachelor of Arts in Psychology

2014 – 2018

State University — City, ST

CERTIFICATIONS & LICENSES

AIRS Certified Internet Recruiter (CIR) · LinkedIn Certified Professional Recruiter

SKILLS

Full-cycle recruiting · Greenhouse and Lever ATS · LinkedIn Recruiter sourcing · Boolean search · Candidate screening · Structured interviewing · Offer negotiation · Pipeline reporting · Hiring-manager partnership · Diversity sourcing · Employer branding · Cost-per-hire control