

| Julia Reyes  Recruiter |  |  |
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| PROFILE  Recruiter — Professional Recruiter Certification (PRC) — with over eight years of experience in talent acquisition and HR roles. Recognized for excellent organizational skills and a keen ability to maintain accurate applicant logs for Equal Employment Opportunity (EEO) data recording. Generates insightful recruitment reports for strategic planning and forecasting. Prioritizes diversity and inclusivity. |  | Contact (123) 456-7890email@example.comCity, State Abbreviation zip codeLinkedIn | Portfolio |
| EXPERIENCE Recruiter | Global Channel Management, Brown Deer, WINovember 2019 – present  * Manage the full recruitment cycle for over 100 positions annually * Execute sourcing strategies to increase candidate pool diversity by 25% * Present qualified candidates to hiring managers, coordinate interviews, and handle the offer process * Conducted over 300 behavioral interviews, enhancing candidate quality and reducing turnover by 15% in the first year of employment * Maintain accurate applicant logs for EEO data recording and reporting * Provide recruitment reports and statistics for planning and forecasting  Human Resources Assistant | Katapult Network, Minneapolis, MNMay 2015 – October 2019  * Processed and maintained documentation for a group of more than 90 employees * Conducted background checks and verified applicant information with law enforcement officials and previous employers * Organized and facilitated training sessions for over 50 new hires per year * Provided information on company policies, benefits, and procedures to employees and job applicants * Managed administrative tasks, maintaining employee files and processing paperwork * Launched employee referral program to reduce reliance on external recruiting agencies and decreased recruitment costs by $12,000 within the first year of implementation | EDUCATION  ST. MARY’S UNIVERSITY OF MINNESOTA, MINNEAPOLIS, MN, September 2012 – May 2016  Bachelor of Science (B.S.) Human Resources  SKILLS ATSBehavioral interviewingCost managementEmployment law complianceTalent acquisition and sourcingTraining and development Decorative  CERTIFICATIONS Professional Recruiter Certification (PRC), AIRS, 2021Professional in Human Resources (PHR), HRCI, 2018 |