

| Julia ReyesRecruiter |  |  |
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| PROFILERecruiter — 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 |
| EXPERIENCERecruiter | 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
 | EDUCATIONST. MARY’S UNIVERSITY OF MINNESOTA, MINNEAPOLIS, MN, September 2012 – May 2016Bachelor of Science (B.S.) Human ResourcesSKILLSATSBehavioral interviewingCost managementEmployment law complianceTalent acquisition and sourcingTraining and developmentDecorativeCERTIFICATIONSProfessional Recruiter Certification (PRC), AIRS, 2021Professional in Human Resources (PHR), HRCI, 2018 |