



SARA JOHNSON

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

PROFILE

Results-driven recruiter with six years of experience in talent acquisition and HR roles. Known for implementing innovative sourcing strategies that enhance candidate diversity and quality. Leverages data-driven insights to optimize recruitment processes and reduce costs.

KEY SKILLS

- ATS (Greenhouse, Workday Recruiting)
- Cross-departmental hiring coordination
- Data-driven storytelling and reporting (Tableau, PowerBI)
- Diversity-focused talent pipeline
- Workforce planning and forecasting

PROFESSIONAL EXPERIENCE

Recruiter

Global Channel Management, Minneapolis, MN | November 2021 – present

- Orchestrate full-cycle recruitment for over 100 positions annually across multiple departments
- Conduct over 75 behavioral interviews per quarter, enhancing candidate quality and reducing turnover by 15% in the first year of employment
- Increased candidate pool diversity by 25% through targeted social media campaigns and partnerships with underrepresented groups to improve hiring quality
- Reduced time-to-hire by 20% while maintaining a 90% offer acceptance rate through structured interview processes and Calendly's AI-powered scheduling

Human Resources Assistant

Katapult Network, Duluth, MN | May 2018 – October 2021

- Oversaw HR operations for a group of more than 90 employees and facilitated training sessions for over 50 new hires per year
- Improved candidate matching efficiency by 40% with the implementation of a tagging system in a database of over 1,000 job applicants
- Launched employee referral program to reduce reliance on external recruiting agencies and decreased recruitment costs by \$12,000 within the first year of implementation
- Contributed to data migration for 93 employees to reduce time spent on HR tasks by 15 hours per week

EDUCATION

Bachelor of Science (B.S.) Human Resources

ST. MARY'S UNIVERSITY OF MINNESOTA, MINNEAPOLIS, MN | May 2016

CERTIFICATIONS

- Tableau Desktop Specialist, Tableau, 2022
- Professional in Human Resources, Human Resources Certification Institute, 2018