

Julia Reyes

RECRUITER

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.

EXPERIENCE

RECRUITER | GLOBAL CHANNEL MANAGEMENT, BROWN DEER, WI

November 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, MN

May 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

CONTACT

(123) 456-7890

email@example.com

City, State Abbreviation zip code

LinkedIn | Portfolio

EDUCATION

ST. MARY'S UNIVERSITY OF

MINNESOTA, MINNEAPOLIS, MN,

September 2012 – May 2016

Bachelor of Science (B.S.) Human Resources

SKILLS

- ATS
- Behavioral interviewing
- Cost management
- Employment law compliance
- Talent acquisition and sourcing
- Training and development

CERTIFICATIONS

- Professional Recruiter Certification (PRC), AIRS, 2021
- Professional in Human Resources (PHR), HRCI, 2018