



# SARAH JOHNSON

Recruiter

## CONTACT

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 LinkedIn | Portfolio

## 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

## EDUCATION

ST. MARY'S UNIVERSITY OF  
MINNESOTA, MINNEAPOLIS, MN  
May 2016  
Bachelor of Science (B.S.) Human  
Resources

## ABOUT ME

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.

## PROFESSIONAL EXPERIENCE

### November 2021 – present

Recruiter | Global Channel Management, Minneapolis, MN

- 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

### May 2018 – October 2021

Human Resources Assistant | Katapult Network, Duluth, MN

- 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

## CERTIFICATIONS

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