

Andrew Brown

I am an HR generalist specializing in recruitment and talent acquisition with over six years of experience. I excel at designing recruitment strategies and streamlining the hiring process to attract top talent and reduce time-to-hire.

EDUCATION



Bachelor of Science in Human Resources Management

University of Denver
Denver, CO | May 2015

KEY SKILLS



- Talent acquisition
- Recruitment strategy
- Interview coordination
- Candidate screening

PROFESSIONAL EXPERIENCE



HR Generalist – Recruitment Specialist | Peak Performance Inc. , Denver, CO
July 2016 – Present

- Designed and implemented recruitment strategies that reduced time-to-hire by 24% for 350 employees.
- Coordinated over 100 interviews annually, leading to a 15% increase in successful placements.

HR Coordinator | Bright Future Solutions, Denver, CO
June 2014 – June 2016

- Assisted in screening resumes and scheduling interviews, contributing to an improved recruitment process.

CERTIFICATIONS



- SHRM Certified Professional (SHRM-CP), May 2018