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## Recruiting Consultant

Develop and execute recruiting strategies to deliver suitable candidates for assigned positions. Source high-quality applicants for current and future orders using detailed selection criteria. Conduct interviews, build relationships with candidates and current employees, and utilize Applicant Tracking Systems and job-boards. Experience in Boolean Searching required. Full-cycle recruiting process responsibility

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## Core Competencies

**Recruiting Tools** LinkedIn, Bullhorn, Taleo, Monster, Career Builder, LinkedIn Recruiter, ATS, Facebook, X-ray recruiting, MSP, Client Portal

**Sourcing Techniques** Boolean Search, Source (Game Engine), Tracking Systems (Geolocation)

**Talent Acquisition** Talent Acquisition, Sourcing, interview

**Applicant Tracking Systems** Applicant Tracking Systems, Data Pipeline, Market Research

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## Professional Experience

[REDACTED] **Nov 2022 - Present**  
**Recruiter**

- The following are the key responsibilities involved in the process of recruiting candidates for Middle/Senior positions: sourcing suitable candidates, screening resumes and job applications, daily communication with potential candidates via e-mail and other modes of communication, scheduling and conducting interviews, providing feedback, and drafting contracts and accompanying documents upon the registration of candidates.

[REDACTED] **May 2022 - Oct 2022**  
**Associate Global Talent Sourcer, [REDACTED]**

- [REDACTED] platform, be carefully reviewed and edited for quality. Collaborating with a team of Associate Global Talent Sourcers, your role will be to scrutinize and enhance up to 700-800 job posts. It is expected that you will review and edit job posts within a time frame of six hours of their posting on the review portal. In addition, you will be required to generate daily reports to ensure that active job posts for hires made on Bullhorn are synchronized with [REDACTED] portal. You will also be responsible for generating daily reports to add newly registered talent to Bullhorn, updating job posts on an hourly basis. Your ability to manage competing priorities effectively is highly coveted. Furthermore, your role will require you to set an example of [REDACTED] values and strive to maximize gross margins by managing pay rates, bill rates, mark-ups, and other costs.

[REDACTED] **Jul 2021 - Apr 2022**  
**Technical Recruiter, [REDACTED]**

- We assist companies globally to diversify their workforce with flexible and high-quality recruitment talent, RPO solutions, and innovative recruitment marketing. Our customized recruitment teams focus on your brand, culture, and goals to position your organization as an "employer-of-choice." Our team uses social media, high-touch candidate experiences, and next-gen recruitment technology to solve hiring challenges. We analyze every component of your hiring process to create efficient and creative recruitment programs. We also create global recruitment marketing campaigns and implement proactive hiring models through social talent communities.

[REDACTED] **Dec 2019 - Jun 2021**  
**Sourcing Specialist**

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## Education

[REDACTED] Bachelor of Science in Industrial Technology, Major in Computer Technology, Jan 2015 - Jan 2019

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