

Ava Patel

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SUMMARY

Motivated and detail-oriented recent graduate with a Bachelor's in Human Resources Management. Skilled in sourcing, recruiting, and interviewing candidates, with a strong ability to build relationships and enhance the hiring process.

EXPERIENCE

Recruiting Intern

Jun 2022 - Present

Tech Solutions Inc., Los Angeles, CA

- Assisted in the recruitment of over 50 candidates, reducing time-to-hire by 30%.
- Implemented a new applicant tracking system (ATS) resulting in a 20% increase in application efficiency.
- Coordinated and conducted 15+ interviews per week, ensuring a positive candidate experience.

Human Resources Assistant

Jan 2021 - May 2022

Citywide Services, Los Angeles, CA

- Supported the recruitment process by organizing job fairs and community outreach events, attracting over 200 potential candidates.
- Maintained employee records and onboarding documentation, ensuring compliance with federal regulations.
- Contributed to employee engagement initiatives that improved retention rates by 15%.

Administrative Intern

Jun 2020 - Dec 2020

Greenfields Corp., Los Angeles, CA

- Assisted in the coordination of training sessions for new hires, improving training satisfaction rates by 25%.
- Developed and maintained the HR database, enhancing data accuracy and retrieval processes.
- Supported recruitment initiatives through social media outreach, increasing applicant engagement by 40%.

EDUCATION

Bachelor of Science in Human Resources Management

May 2021

California State University, Los Angeles, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Candidate Sourcing, Interviewing Techniques, Recruitment Strategies, Employee Onboarding

Tools & Frameworks: LinkedIn Recruiter, Greenhouse ATS, Microsoft Office Suite