

Amina Patel

amina.patel@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/aminapatel

SUMMARY

Dedicated Talent Acquisition Specialist with over 5 years of experience in full-cycle recruitment. Proven track record in sourcing and securing top talent across various industries, including technology and healthcare, with a focus on enhancing hiring processes and reducing time-to-fill metrics.

EXPERIENCE

Talent Acquisition Specialist

Jan 2022 - Present

Tech Innovations Inc., San Francisco, CA

- Reduced time-to-fill for technical roles by 30% through the implementation of a refined sourcing strategy.
- Increased talent pipeline by 50% by leveraging social media platforms and employee referrals.
- Conducted training sessions for hiring managers on interview techniques, improving candidate evaluation scores by 15%.

Recruiter

Jun 2019 - Dec 2021

Healthcare Solutions LLC, Los Angeles, CA

- Managed end-to-end recruitment for over 150 positions, achieving a 90% offer acceptance rate.
- Utilized Greenhouse ATS to streamline the hiring process, cutting administrative tasks by 25%.
- Established a candidate feedback system that improved the candidate experience rating by 20%.

Junior Recruiter

Jul 2018 - May 2019

Global Staffing Agency, New York, NY

- Assisted in recruiting for high-volume positions, achieving a 40% increase in candidate submissions.
- Developed job descriptions and recruitment materials that improved clarity and attractiveness, leading to a 15% increase in qualified applicants.
- Collaborated with HR to refine onboarding processes, decreasing new hire turnover by 10%.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Full-Cycle Recruitment, Sourcing Strategies, Candidate Assessment, Employer Branding

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