

Aisha Khan

aisha.khan@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/aishakhan

SUMMARY

Dedicated recruiter with over 5 years of experience in sourcing and placing top talent in fast-paced tech environments. Proven track record of enhancing recruitment processes and achieving a 30% reduction in time-to-fill rates.

EXPERIENCE

Senior Recruiter

Jan 2022 - Present

Tech Solutions Inc., San Francisco, CA

- Successfully filled over 100 positions in a year, reducing time-to-fill by 30%.
- Implemented a new applicant tracking system (ATS) that improved candidate communication and engagement, leading to a 20% increase in candidate satisfaction scores.
- Conducted training sessions for hiring managers on best practices in interview techniques and bias reduction.

Recruiter

Jun 2019 - Dec 2021

Innovatech LLC, Los Angeles, CA

- Managed full-cycle recruitment for 50+ roles annually, maintaining an 85% offer acceptance rate.
- Utilized data analytics to identify recruitment trends, resulting in a 15% improvement in sourcing efficiency.
- Partnered with HR to enhance onboarding processes, decreasing time to productivity by 25%.

Recruiting Coordinator

Jul 2018 - May 2019

Global Corp., Los Angeles, CA

- Supported recruitment efforts by scheduling interviews and managing candidate pipelines, contributing to a 20% reduction in recruitment cycle time.
- Created and maintained recruitment marketing materials which increased employer brand awareness by 40%.

EDUCATION

Bachelor of Science in Human Resources Management

May 2018

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

SKILLS

Technical Skills: Candidate Sourcing, Interviewing Techniques, Data Analysis, Employer Branding

Tools & Frameworks: Greenhouse, LinkedIn Recruiter, Google Workspace