



KEIRA WALDEMER

CORPORATE RECRUITER

CONTACT

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(123) 456-7890 

Alameda, CA 

[LinkedIn](#) 

[twitter.com](#) 

EDUCATION

Bachelor of Arts
Business Administration
California State University,
Hayward
2008 - 2012
Hayward, CA

SKILLS

Target-driven
Interviews
LinkedIn
Networking
Negotiations
Microsoft and Excel

CERTIFICATIONS

Professional Recruiter
Certification
Advanced Certified Internet
Recruiter

CAREER OBJECTIVE

Seeking to apply my expertise in a corporate position with a fast-paced Motion Recruitment team. Driven Senior Recruiter with 10+ years of experience developing positive working environments with reduced turnover rates. Saved companies \$6M+ annually on hiring and training expenses by hiring the right, most qualified applicants.

WORK EXPERIENCE

Senior Recruiter

Deloitte

2017 - current / Remote

- Monitored recruitment cycle to maintain staffing across 6 offices
- Managed campus recruitment efforts with 4 job fairs at the University of North Carolina, sourcing 3 of 5 interns
- Investigated gaps in interview funnel and rewrote job ad content to reflect trends, improving time-to-hire by 41%
- Developed relationships with major universities and organizations, scheduling events to be present at job fairs
- Crafted job descriptions and worked with an 8-person media team to design social media ads, **increasing revenue by 13%**

Technical Recruiter

DocuSign

2014 - 2017 / San Francisco, CA

- Interviewed candidates with the leadership team to determine behavioral and cultural fits
- Led a team of 2 junior recruiters and 2 interns to conduct market and talent trend research and review resumes
- Identified and placed 18 operations managers at partner companies to increase revenue by 22%
- **Reduced average time-to-hire by 8 days** via communication across professional channels, including LinkedIn and Indeed

Entry-Level Recruiter

Pinterest

2012 - 2014 / San Francisco, CA

- Developed job descriptions with the media team to create social media ads, increasing the talent pool by 16%
- Oversaw forecasting for contractor recruitment needs by coordinating with 18 executives across all departments
- **Reviewed 470+ resumes** to determine candidates' credentials