

# Keira Waldemer

## Corporate Recruiter

keira@email.com

(123) 456-7890

Alameda, CA

[LinkedIn](#)

## WORK EXPERIENCE

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### Deloitte - Senior Recruiter

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 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 at job fairs
- Crafted job descriptions and worked with an 8-person media team to design social media ads, increasing revenue by 13%

### DocuSign - Technical Recruiter

2014 - 2017

San Francisco, CA

- Interviewed candidates with the leadership team to determine behavioral and cultural fits
- Led 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

### Pinterest - Entry-Level Recruiter

2012 - 2014

San Francisco, CA

- Developed job descriptions with the media team to create social media ads, increasing 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

## EDUCATION

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### California State University, Hayward - Bachelor of Arts, Business Administration

2008 - 2012

Hayward, CA

## SKILLS

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Target-driven; Interviews; LinkedIn; Networking; Negotiations; Microsoft and Excel

## CERTIFICATIONS

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- Professional Recruiter Certification
- Advanced Certified Internet Recruiter