

KEIRA WALDEMER

Corporate Recruiter

✉ keira@email.com

☎ (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 SUMMARY

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 talent 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%
- Identified top talent through internal resources and ATS, reporting top talent finds to the recruitment team
- Oversaw forecasting for contractor recruitment needs by coordinating with 18 executives across all departments
- Reviewed 470+ resumes to determine candidates' credentials