

Hunter Jacobson

Human Resources Manager

Human Resources student looking to leverage my experience in recruiting for technical roles to help a mission-driven company like Panorama grow their team when I graduate in 2022. My internships have exposed me to all aspects of the HR pipeline, and I am eager to expand my skill set in a team-oriented, professional environment.

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(123) 456-7890

Boulder, CO

[LinkedIn](#)

WORK EXPERIENCE

Notarize

Recruiting Intern

Boulder, CO | August 2021 - current

- Proactively sourced candidates using LinkedIn Recruiter for technical roles, including back-end software engineering and data engineering roles, leading to 4 full-time hires
- Iterated on messaging to qualified candidates for given roles to improve the response rate from 8% to 17%
- Communicated with candidates across each step of the application process, and updated the status of each candidate in Greenhouse
- Coordinated with external recruiting agencies to assess the qualifications of candidates they submitted for technical roles
- Gathered hiring paperwork, and communicated required documents needed from hires during onboarding
- Participated in interviews, and provided feedback and information to candidates regarding status 2-3 days after interviews

Nestle USA

Human Resources Intern

Boulder, CO | August 2020 - August 2021

- Responded to questions from employees regarding the coverage and benefits of company-administered healthcare plan by checking plan documentation, reducing workload of other HR staff by 10 hours each month
- Coordinated on-site interviews for 60+ candidates by assessing the availability of the hiring team leaders and cross-checking that against the availability of the candidates
- Scheduled post meeting touch-bases to coordinate feedback after on-site interviews, and coordinated with interviewing candidates who were rejected for roles they interviewed for
- Collaborated with HR staff to create a mentorship program for hired candidates, increasing staff retention by 23%
- Filtered through resumes to organize into potential candidates according to departments
- Assisted HR team in preparing onboarding paperwork and files

SKILLS

- LinkedIn sourcing
- Excel, Google Sheets
- Recruiting coordination
- Greenhouse ATS, Lever ATS
- Exposure to benefits and employee onboarding

EDUCATION

Bachelor of Arts

Human Resources Management

University of Colorado

August 2018 - May 2022
(expected)

Boulder, CO

RELEVANT COURSES

- Human Resources Management
- Employee & Labor Relations
- Managing Diversity in Organizations
- Human Resource Analytics
- Organizational Behavior
- Human Resources Planning & Strategy