

PATRICIA JACOBS

Recruiter

✉ patriciajacobs@email.com

☎ (123) 456-7890

📍 Post Falls, ID

🌐 [LinkedIn](#)

EDUCATION

B.A.

Human Resources
Management

University of Idaho

📅 September 2017 - April 2021

📍 Coeur d'Alene, ID

🎓 GPA: 3.7

Relevant courses

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

SKILLS

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

CAREER OBJECTIVE

Highly motivated recent human resources graduate with proven experience in attracting and onboarding top talent. Looking to join Kuubix Global in its quest for growth while seeking unity and building on integrity.

WORK EXPERIENCE

Recruiting Intern

Taylor Corporation

📅 August 2020 - current 📍 Coeur d'Alene, ID

- Discovered candidates using LinkedIn Recruiter for technical roles including back-end software engineering and data engineering roles leading to 5 full-time hires
- Partnered with 2 interns at the University of Idaho's 2020 job fair, **establishing relationships with 20+ potential prospects**
- Communicated with candidates through application process, and updated candidates' status in Greenhouse
- Coordinated with external recruiting agencies to assess qualifications of candidates submitted for technical roles

Human Resources Intern

Stukent

📅 April 2019 - August 2020 📍 Coeur d'Alene, ID

- Responded to questions regarding the coverage and benefits of health plan by checking plan documentation, reducing workload of other HR staff by 4 hours each week
- **Coordinated on-site interviews for over 225 candidates** by assessing the availability of the hiring team leaders and cross-checking that against the availability of the candidates
- Scheduled meetings to coordinate feedback after on-site interviews, and coordinated with interviewing candidates who were rejected for roles they interviewed for
- Provided office tours and introductions for new hires, and gathered completed employment paperwork for processing

Office Assistant

Amendola Doty & Brumley, PLLC

📅 November 2017 - April 2019 📍 Coeur d'Alene, ID

- Communicated with 20+ clients per shift via phone, email, and in person to book appointments and answer general questions
- Assisted lawyers in day-to-day schedules, reducing delayed appointments by 78%
- Typed legal documents, edited and proofread files and reports, and instituted a digital filing system to **reduce paper by 65%**
- Tracked office inventory, and reordered supplies yearly