

PATRICIA JACOBS

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(123) 456-7890

Post Falls, ID

[LinkedIn](#)

WORK EXPERIENCE

Taylor Corporation - Recruiting Intern

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
- Worked with interns at the University of Idaho's 2020 job fair, establishing relationships with 20+ prospects
- Communicated with candidates through application process, and updated candidates' status in Greenhouse
- Coordinated with recruiting agencies to assess qualifications of candidates submitted for technical roles

Stukent - Human Resources Intern

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 employment paperwork for processing

Amendola Doty & Brumley, PLLC - Office Assistant

November 2017 - April 2019

Coeur d'Alene, ID

- Communicated with 20+ clients per shift via phone, email, and in person to book appointments
- 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%

EDUCATION

University of Idaho - B.A., Human Resources Management

September 2017 - April 2021, GPA: 3.7

Coeur d'Alene, ID

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