

MELANIE HOLSTER

*Human Resources
Recruiter*

✉ mholster@gmail.com

📞 (123) 456-7890

📍 New York, NY

🌐 LinkedIn

EDUCATION

Bachelor of Arts
Human Resource
Management

Rutgers University

📅 2010 - 2014

📍 New Brunswick, NJ

SKILLS

ATS (Workday, Jobvite)

PHR certification

Payroll

Compensation & Benefits

Performance Management

CAREER OBJECTIVE

Self-directed and driven recruiter well versed in designing and administering recruiting, on-boarding, and compensation plans looking to continue to develop my skills with a growing company. Eager to build long-term relationships with top-tier talent who will build the credibility and reputation of a generationally impactful company like Springer Nature.

WORK EXPERIENCE

Human Resources Recruiter

Homeward

📅 March 2018 - current

📍 New York, NY

- Led new talent acquisition and recruitment processes for over 60 new full-time hires
- Assisted in recruiting for hourly and salaried roles by messaging prospects on LinkedIn and through email
- Conducted employee on-boarding, and helped organize 30+ hours of training and development initiatives
- Delivered company-wide compensation and benefit plans
- Worked with team members 1-on-1 and in small groups to enhance performance and employee satisfaction

Human Resources Manager

Gusto

📅 January 2016 - February 2018

📍 New York, NY

- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement
- Iterated on messaging to qualified candidates for given roles to improve the response rate from 7% to 12%
- Provided guidance on employee relations and matters of corrective action, contributing to a retention increase of 8%
- Managed company organizational structure, roles, responsibilities, and staffing levels

Human Resources Assistant

Gusto

📅 September 2014 - December 2015

📍 New York, NY

- Scheduled interviews for candidates across 20 roles
- Managed and administered all pre-employment assessments to 200+ prospective candidates
- Assisted with employee on-boarding, and ensured hires completed pre-employment forms within 48 hours of start