


Isabella Adams

Human Resources Recruiter

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San Francisco, CA 

[LinkedIn](#) 

Work Experience

Dropbox – HR Recruiter

2022 - current

San Francisco, CA

- Leveraged LinkedIn Recruiter to expand the candidate pool, leading to a 34% increase in the number of high-quality applicants.
- Conducted over 57 Caliper Assessments to identify candidates' strengths and weaknesses, contributing to a 23% decrease in turnover rates.
- Utilized Zoom for virtual interviews, **saving an average of \$5.1K** in travel expenses.
- Maintained a 89% accuracy rate in tracking candidate progress using Taleo.

Genentech – HR Coordinator

2020 - 2022

San Francisco, CA

- Achieved a 98% employee satisfaction rate with the onboarding process through improved communication via Slack.
- Reduced HR-related administrative tasks by 37% by implementing automation features in Salesforce.
- Boosted background check completion rates by 17% by streamlining the process through HireRight.
- Resolved employee inquiries and issues with a **97% resolution rate within 24 hours**.

Salesforce – HR Assistant

2018 - 2020

San Francisco, CA

- Used Gem to identify recruitment bottlenecks, leading to a 72-hour decrease in time-to-fill positions.
- Managed HR data within BambooHR, ensuring data accuracy and compliance.
- Conducted regular audits of employee data, resulting in a 98% accuracy rate.
- Improved reporting accuracy, leading to a **38% reduction in payroll errors**.

Education

University of Southern California – Bachelor of Science, Business Administration

2014 - 2018

Los Angeles, CA

Skills

Taleo; LinkedIn; Zoom; Caliper Assessment; HireRight; Slack; Salesforce; Workforce Analytics; Gem; BambooHR