





# MARIE MALIK

## RECRUITER

### CONTACT

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### EDUCATION

B.A.  
Human Resources  
Management  
Rutgers University  
September 2016 - April 2020  
New Brunswick, NJ  
GPA: 3.7

### RELEVANT COURSES

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

### WORK EXPERIENCE

#### Recruiting Intern

KCP Consulting

March 2019 - January 2020 / Westfield, NJ

- Proactively sourced candidates using LinkedIn Recruiter for technical roles including back-end software engineering and data engineering roles leading to 3 full-time hires
- Iterated on messaging to qualified candidates for given roles to improve the response rate from 8% to 14%
- 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

#### Human Resources Intern

Farmop Capital

April 2018 - August 2018 / Pittsburgh, PA

- 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 3 hours each week
- Coordinated on-site interviews for over 200 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

### SKILLS

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