

# MARIE MALIK

## Recruiter

✉ marie@beamjobs.com

☎ (123) 456-7890

📍 Brooklyn, NY

🌐 linkedin.com/in/marie184

## WORK EXPERIENCE

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### 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

## EDUCATION

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B.A.

Human Resources Management

#### Rutgers University

📅 September 2016 - April 2020

📍 New Brunswick, NJ

🎓 GPA: 3.7

## COURSES

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Human Resources Management

Employee & Labor Relations

Managing Diversity in Organizations

Human Resource Analytics

Organizational Behavior

Human Resources Planning & Strategy

## SKILLS

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LinkedIn sourcing

Excel, Google Sheets

Greenhouse ATS, Lever ATS

Exposure to benefits and employee onboarding