

JAMES DAVIS

Recruiting Coordinator

✉ james.davis@email.com

☎ (123) 456-7890

📍 Atlanta, GA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Business
Administration

Human Resources

University of Georgia

📅 September 2009 - April 2013

📍 Athens, GA

SKILLS

- Workday Recruiting
- LinkedIn
- Zoom
- BambooHR
- Google Workspace
- Entelo
- Caliper
- Talentsoft Onboarding

CERTIFICATIONS

- Talent Acquisition Specialty
Credential (TASC)

WORK EXPERIENCE

Recruiting Coordinator

Cox Enterprises

📅 January 2020 - current 📍 Atlanta, GA

- Collaborated with hiring managers to write accurate job descriptions, generating a **34% increase in qualified applicants**.
- Streamlined communication between hiring managers and human resources with Google Workspace, boosting team productivity by 22%.
- Maintained relationships with external recruiting agencies to increase candidate diversity.
- Created recruitment reports outlining the average cost-per-hire, leading to process improvements that lowered expenses by 31%.

Talent Acquisition Coordinator

The Home Depot

📅 October 2016 - December 2019 📍 Atlanta, GA

- Managed the end-to-end hiring process with Workday Recruiting, resulting in a 31% reduction in time-to-fill positions.
- Sourced potential candidates from LinkedIn, which yielded 24% more qualified applicants for open positions.
- Facilitated virtual calls over Zoom for an efficient interview process that **reduced scheduling conflicts by 43%**.
- Tracked applicants in BambooHR to expedite the recruitment process by 36%.

HR Assistant

Coca-Cola

📅 May 2013 - September 2016 📍 Atlanta, GA

- Conducted candidate screenings in Entelo, reducing ineligible applications by 27%.
- Administered Caliper personality assessments for potential hires to minimize turnover by 18%.
- Improved new hire engagement by 23% after implementing Talentsoft Onboarding to streamline first day processes.
- Assisted in the execution of HR procedures, ensuring compliance with legal requirements that led to a **96% audit success rate**.