

BRIETTA WILLOWS

University Recruiter

CONTACT

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(123) 456-7890 

Montpelier, VT 

[LinkedIn](#) 

EDUCATION

Bachelor of Science
Human Resources
Management
Champlain College
2011 - 2015
Burlington, VT

SKILLS

Computer Competency
Applicant Tracking Systems
Marketing
Interpersonal Communication
Conflict Resolution
Networking
Onboarding

WORK EXPERIENCE

University Relations Recruiter

Lumen

2020 - current / Montpelier, VT

- Coordinated and facilitated recruiting activities at 72 target schools within the northeast region
- Oversaw recruiting team training initiatives to hire 87 engineers, **increasing candidacy retention rate by 4% each year**
- Monitored sourcing efficiency and updated processes, decreasing time to hire by 11%
- Maintained operational plans for 30 assigned school career fairs to ensure alignment with strategic corporate objectives
- Coordinated and attended regional diversity conferences including the National Society for Black Engineers Convention

Technical Recruiter

U.S. Bank

2017 - 2020 / Montpelier, VT

- Networked with candidates online using tools including LinkedIn, Facebook, Connectifier, Monster, Dice, and Indeed
- **Attended 45+ career and job fairs** at schools across Vermont
- Reviewed 1.3K applications for management positions and ranked candidates based on technical capabilities/experience
- Updated interview procedures by implementing clear objective and increasing training time, increasing retention by 41%
- Created 526 job descriptions and posted them on 7 job boards, including LinkedIn, Glassdoor, Indeed, and ZipRecruiter

Talent Acquisition Administrator

Sevita

2015 - 2017 / Montpelier, VT

- Coordinated full life-cycle recruiting and hiring for 200+ positions in sales, IT, and content creation
- Collaborated with 4 acquisitions staff members to overhaul onboarding procedures, **decreasing cost-per-hire by \$239**
- Developed and implemented 24 weekly "Lunch & Learn" sessions focused on company core values and principles
- Negotiated vendor contracts to reduce spending, achieving a \$23K cost savings on annual licensing
- Awarded 5-star reviews on 94% of feedback surveys