



PROFESSIONAL SUMMARY

Dynamic and results-driven entry-level recruiter with a strong desire to help companies build talented teams. Seeking an Agency Recruiter position where I can leverage my research and candidate sourcing skills to make meaningful placements and support clients in various industries.

LinkedIn: /in/liamcollins

EDUCATION

Bachelor of Arts in Communication

DePaul University, Chicago, IL
Graduated: December 2024

SKILLS

- Resume screening and candidate evaluation Expert
- Job advertisement and marketing strategies Expert
- Strong negotiation and relationship-building abilities Expert
- Proficient in recruiting software and databases Expert
- Social media recruiting strategies Expert

EXPERIENCE



2024 - 2024

Recruiting Intern
Impact Search Partners / Chicago, IL

- Assisted senior recruiters in identifying and sourcing candidates for a range of industries, including finance, healthcare, and retail.
- Conducted preliminary interviews and evaluated candidates based on client needs.
- Coordinated interviews between clients and candidates, ensuring a seamless scheduling process.
- Assisted with preparing and presenting job offers and negotiations.
- Managed candidate databases, ensuring all information was up-to-date.

VOLUNTEER EXPERIENCE



2023 - 2023

Recruiter Volunteer
Chicago Homeless Coalition, Chicago, IL

- Assisted in recruiting volunteers and staff for nonprofit initiatives, including event coordination and outreach programs.
- Helped with resume reviews and interview preparation for individuals seeking employment opportunities in the nonprofit sector.
- Supported HR efforts in organizing job fairs and networking events for homeless individuals transitioning to work.