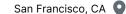
paul.jordan@email.com





PAUL JORDAN IT Recruiter



PROFESSIONAL SUMMARY

Results-driven IT recruiter with 6 years of experience sourcing and recruiting top IT talent. Adept at managing the full recruitment lifecycle and utilizing a range of sourcing methods to find high-quality candidates for software engineering, cybersecurity, and cloud-based positions. Proven ability to meet hiring targets while maintaining an exceptional candidate experience.

LinkedIn: /in/pauljordan

EDUCATION

Bachelor of Arts in Communicati-

University of California, Berkeley Graduated: May 2019

Certifications

- · Certified Internet Recruiter (CIR) AIRS, 2024
- LinkedIn Certified Professional Recruiter -LinkedIn, 2020

SKILLS

| • | Full-cycle recruiting | Expert |
|---|------------------------|--------|
| • | LinkedIn Recruiter | Expert |
| • | Boolean search | Expert |
| • | Candidate screening | Expert |
| • | Interview coordination | Expert |
| • | Employer branding | Expert |
| • | ATS (Workday) | Expert |
| • | Negotiation | Expert |

EXPERIENCE

2021 - Now

IT Recruiter

Google / Mountain View, CA

- · Manage full-cycle recruitment for technical roles across Google Cloud, including software engineers and systems architects.
- · Utilize LinkedIn, Boolean search, and GitHub to source candidates, reducing time-to-hire by 20%.
- Conduct 50+ interviews per month, focusing on assessing both technical abilities and cultural fit.
- · Collaborate with hiring managers to refine job descriptions and enhance candidate screening processes.
- · Coordinate on-site interviews and technical assessments for top-tier candidates.

2019 - 2021

Recruitment Coordinator Facebook / Menlo Park, CA

- · Assisted in sourcing and screening candidates for IT positions, including product managers and developers.
- · Managed the scheduling of interviews and provided ongoing communication with candidates.
- Supported the development of recruitment marketing strategies to enhance the employer brand.