PAUL JORDAN

IT Recruiter

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San Francisco, CA 📍

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 Communications

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.