



Technical Recruiter

Emily White

Professional summary

Motivated and detail-oriented Entry-Level Technical Recruiter eager to apply strong communication and organizational skills to help companies find the best talent. Passionate about learning sourcing techniques and recruiting strategies to build effective teams for technology-focused companies.

Experience

Recruitment Intern

June 2025 - Now

Epic Systems / Verona, WI

- Assisted in the recruitment process for technical roles, including software developers and quality engineers.
- Scheduled interviews and assisted with the initial candidate screening process, including reviewing resumes and applications.
- Participated in job fairs and campus recruitment events to attract tech talent.
- Maintained candidate records in the ATS and provided updates to hiring managers.
- Assisted in drafting job descriptions and posting open positions on job boards and social media platforms.

HR Assistant

January 2023 - May 2024

Accenture / Chicago, IL


- Supported the HR team in organizing recruitment events and on-campus hiring initiatives.
- Processed candidate applications and coordinated interview schedules.
- Conducted initial screenings and presented qualified candidates to hiring managers.

Volunteer Recruitment Assistant

September 2022 - June 2023

Chicago Volunteer Center / Chicago, IL

- Assisted in recruiting volunteers for various nonprofit events, including tech workshops and community outreach programs.
- Managed volunteer schedules and coordinated communication between volunteers and event organizers.
- Assisted in promoting volunteer opportunities through social media and local job boards.

 (555) 345-6789

 emilywhite@email.com

 Chicago, IL

Links

LinkedIn: /in/emilywhite

Education

Bachelor of Science in Human Resources Management


DePaul University – Chicago, IL


Graduated: December 2024


Skills

Candidate screening 

Resume review 

Interview coordination 

Candidate relationship management 

Job posting and social media recruiting 

ATS (iCIMS) 

Sourcing techniques (LinkedIn) 