

## University Recruiter Coordinator

### PROFESSIONAL SUMMARY

Proactive university recruiter coordinator with 6+ years of experience planning and executing campus recruitment events. Specializes in building relationships with students and faculty while managing large-scale talent pipelines for internships and entry-level positions.

LinkedIn: /in/sophiamartinez

### EDUCATION

#### Bachelor of Science in Communication Studies

University of Texas at Austin

Graduated May 2017

#### 2018 - Now

#### Campus Programs

Internship Coordinator / Austin Future Leaders Program | Austin, TX

- Designed and implemented an internship program connecting over 200 students with local businesses.
- Conducted workshops to prepare students for interviews, improving offer acceptance rates.

### SKILLS

- Event planning for campus recruitment **Expert**
- Candidate engagement through career fairs and workshops **Expert**
- Partnership building with academic institutions **Expert**
- Presentation and public speaking **Expert**
- Social media outreach for recruitment **Expert**

### EXPERIENCE

#### 2019 - Now

#### University Recruiter Coordinator GlobalTech Innovations / Austin, TX

- Plan and execute recruitment events at 10+ universities annually, connecting with 1,500+ students.
- Coordinate internship programs, facilitating the hiring of 100+ interns over three years.
- Establish partnerships with career services departments at key institutions, strengthening brand visibility.
- Present information sessions to student groups, enhancing candidate interest by 30%.
- Manage online applications and schedule interviews for entry-level positions

#### 2017 - 2019

#### Recruitment Assistant Lone Star Enterprises / Dallas, TX

- Support university recruitment efforts by maintaining event schedules and managing travel logistics.
- Assist in creating promotional materials for campus hiring campaigns, increasing student participation.
- Conduct follow-up communications with candidates, ensuring a smooth application process.

### SOCIAL MEDIA RECRUITMENT SUCCESS

- Increased student engagement by 40% through targeted social media campaigns.
- Developed a content strategy for LinkedIn and Instagram to highlight job opportunities and career advice.