

 (555) 123-4567

 jane.moore@email.com

 Boston, MA

## EDUCATION

### Bachelor of Arts in Communications

Boston University, Boston, MA

Graduated: May 2022

### Additional Information

- Member of the National Association of Colleges and Employers (NACE)

## SKILLS

- Campus recruitment strategy
- Internship program management
- University relations
- Event coordination
- Candidate screening
- Interview scheduling
- Social media recruiting
- Job fair participation

## LANGUAGES

- Fluent in Spanish

# JANE MOORE

## CAMPUS RECRUITER

## PROFESSIONAL SUMMARY

Motivated Campus Recruiter with a passion for connecting students with exciting career opportunities. Experienced in coordinating on-campus recruiting events, managing internships, and building relationships with university career centers. Eager to leverage excellent communication skills and organizational abilities to recruit top talent for leading organizations.

## EXPERIENCE

- 2023 - Now

### Campus Recruiter

MIT / Cambridge, MA

- Lead campus recruitment efforts for over 15 entry-level positions, including internships and full-time roles, by building strong partnerships with university departments.
- Coordinate and execute 4 large-scale campus job fairs, which were attended by over 1,000 students, successfully matching students with potential employers.
- Work closely with academic departments to create targeted recruitment strategies for hard-to-fill positions, resulting in a 20% increase in internship applications.
- Manage relationships with university career centers, ensuring a smooth recruitment process for both students and hiring managers.

- 2022 - 2023

### Recruitment Assistant

Boston University / Boston, MA

- Assisted in organizing career fairs, employer networking events, and on-campus recruitment drives to help students connect with potential employers.
- Supported the recruitment team in sourcing and screening candidates for internships, ensuring that all applicants met the hiring requirements.
- Developed social media content and managed online campaigns to promote recruiting events, attracting more participants.
- Maintained and updated the candidate database in the Applicant Tracking System (ATS), ensuring data accuracy and efficient candidate management.