

Talent Acquisition Specialist

Emily Johnson

Professional summary

Entry-level Talent Acquisition Specialist with strong interpersonal skills and a keen interest in recruiting top talent. Eager to support the recruitment process by sourcing candidates, coordinating interviews, and managing candidate relationships. Dedicated to improving hiring processes and contributing to the growth of a dynamic organization.

Experience

Talent Acquisition Coordinator

June 2025 - Now  
Randstad / Chicago, IL

- Support a team of recruiters in sourcing and screening candidates for entry-level administrative positions, ensuring that all applicants met hiring criteria.
- Coordinate interview schedules and communicated with candidates regarding the hiring process, providing a positive experience.
- Maintain and update candidate profiles in the Applicant Tracking System (ATS), streamlining the hiring process for future roles.
- Assist in organizing job fairs, recruitment events, and training sessions aimed at attracting new talent to the company.
- Perform reference checks, background screenings, and verification of candidate details, ensuring a smooth onboarding process.

Human Resources Intern

June 2024 - December 2024  
Chicago Public Schools / Chicago, IL

- Assisted in onboarding new employees, conducting orientation sessions, and guiding them through their first days at the organization.
- Helped maintain personnel records and managed HR data entry, ensuring accuracy and confidentiality of employee information.
- Supported the recruitment team by posting job openings on job boards and social media platforms, expanding the talent pool.
- Aided in conducting initial phone screens for various administrative and support positions, ensuring that only the most qualified candidates advanced.

(555) 234-5678  
emily.johnson@email.com  
Chicago, IL

Education

Bachelor of Science in Human Resource Management  
University of Illinois, Chicago, IL  
Graduated: May 2025

HR Certification from the Society for Human Resource Management  
2025

LinkedIn Recruiter Certification  
2024

Skills

Candidate sourcing	◆◆◆◆◆
Resume screening	◆◆◆◆◆
Interview coordination	◆◆◆◆◆
ATS management (Workday, Jobvite)	◆◆◆◆◆
Social media recruiting	◆◆◆◆◆
Data entry and reporting	◆◆◆◆◆
Candidate outreach	◆◆◆◆◆
Communication skills	◆◆◆◆◆