

# AMANDA PRICE

Junior Corporate Recruiter

(555) 123-4567

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San Francisco, CA



## PROFESSIONAL SUMMARY

Motivated junior recruiter with experience in corporate recruitment at a leading tech company. Proficient in full-cycle recruiting, candidate screening, and managing ATS systems. Proven ability to collaborate with hiring managers and attract top talent across various departments.

## EDUCATION

### Bachelor of Arts in Human Resources

University of California, Berkeley, CA

## Certifications

- Certified Recruiting Professional (CRP) – National Association of Professional Recruiters, 2025
- LinkedIn Recruiter Certification, 2024

## SKILLS

- |                                    |        |
|------------------------------------|--------|
| • Candidate sourcing               | Expert |
| • Full-cycle recruiting            | Expert |
| • Interview scheduling             | Expert |
| • Applicant Tracking Systems (ATS) | Expert |
| • Employee onboarding              | Expert |
| • Job description writing          | Expert |
| • Social media recruiting          | Expert |
| • Resume screening                 | Expert |
| • Database management              | Expert |
| • Candidate assessments            | Expert |

## EXPERIENCE

2025 - Now

### Junior Recruiter

#### Tech Innovators Inc. | San Francisco, CA

- Manage full-cycle recruitment for tech and administrative positions, filling 40+ roles within the first year.
- Conduct phone screenings, scheduled interviews, and maintained detailed candidate pipelines to ensure timely placement.
- Collaborate closely with hiring managers to refine job descriptions and establish clear role requirements, improving hiring efficiency by 20%.
- Utilize LinkedIn Recruiter and Indeed to source candidates, increasing engagement by 25% and expanding the talent pool.

2024 - 2024

### Recruitment Assistant

#### Dynamic Solutions Corp. | San Francisco, CA

- Supported senior recruiters in screening resumes, conducting initial interviews, and managing candidate communications for 30+ open roles.
- Assisted in organizing recruitment events, including campus job fairs and virtual information sessions, increasing candidate awareness.
- Processed candidate applications, ensuring that data was entered accurately into the ATS and followed up on applicants.
- Helped coordinate the scheduling of interviews and pre-employment assessments, contributing to a smooth hiring process.