



Corporate IT Recruiter

Olivia Tran

Professional summary

Experienced corporate IT recruiter with 8+ years in enterprise-level hiring. Skilled in collaborating with hiring managers, optimizing internal pipelines, and recruiting top-tier engineering and infrastructure talent. Known for improving time-to-hire while maintaining quality candidate experience.

Experience

Senior IT Recruiter

February 2021 - Now

Adobe / Seattle, WA

- Partner with engineering leadership to recruit for over 70 technical roles across cloud infrastructure, DevOps, and backend development, reducing average fill time by 22%.
- Lead initiative to streamline internal referral process, increasing referral hires by 38% YoY.
- Develop and launch inclusive job description templates, resulting in a 27% increase in underrepresented applicants.
- Coordinate with internal sourcing team and tech leads to build a passive candidate pipeline, creating a 3-month buffer for high-priority positions.

IT Talent Acquisition Specialist

July 2017 - January 2021

T-Mobile / Bellevue, WA

- Supported technology hiring across multiple departments including cybersecurity, product, and IT operations, with over 90 successful placements.
- Created and maintained structured interview guides aligned to role-specific competencies, improving consistency in hiring decisions.
- Collaborated with HRBPs and department leads to create workforce plans aligned with quarterly business goals.
- Delivered talent insights to hiring managers using data from Greenhouse and internal dashboards to inform hiring strategy.

Additional Information

Internal Projects

Co-led implementation of DEI tracking module in Workday ATS, increasing transparency in sourcing and candidate selection phases.

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 Seattle, WA

Education

BA in Human Resource Management

University of Washington | Seattle, WA | 2017

Certifications

- LinkedIn Certified Professional-Recruiter | LinkedIn Learning | Issued May 2023
- SHRM-CP | Society for Human Resource Management | Issued Mar 2022

Skills

ATS: Workday,
Greenhouse,
SmartRecruiters



Boolean search and
talent sourcing



Technical screening and
evaluation



Employer branding and
EVP strategy



DEI hiring practices



Offer negotiation and
onboarding



Stakeholder
communication



Behavioral interviewing

