

Samantha Lee

Recruiting Coordinator

CONTACT

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United States, Seattle, WA

EDUCATION

B.A. in Human Resource Management

University of Washington, Graduated: June 2024, GPA: 3.8

Certifications

- LinkedIn Certified Recruiter | Issued: Apr 2024
- HR Analytics (Coursera) | Issued: Dec 2023

PROFESSIONAL SUMMARY

Energetic recent graduate with a strong academic background in HR and campus relations. Currently supporting Amazon's Early Careers team as a recruiting coordinator, with hands-on experience in applicant screening, event coordination, and stakeholder communication.

EXPERIENCE

Recruiting Coordinator (Early Careers) 2024 - Now Amazon, Seattle, WA

- Coordinate interview scheduling and logistics for intern and new grad candidates across AWS and Ops teams.
- Track applicant status and feedback via iCIMS and Salesforce CRM.
- Support recruiters during university events and info sessions.
- Maintain candidate communications, reducing ghosting rates by 14%.
- Assist with onboarding documentation and compliance checklists.

Career Services Intern 2024 - 2024 University of Washington Career Center

- Advised students on resume preparation and interview techniques.
- Coordinated two spring employer networking events (attendance: 300+ students).

SKILLS

ATS tools: iCIMS, Greenhouse	★★★★★
Event logistics	★★★★★
Written & verbal communication	★★★★★
Excel, Google Sheets	★★★★★
Candidate follow-up systems	★★★★★