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SOFIA HERNANDEZ

Talent Acquisition Intern



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New York, NY

Education

Associate Degree in Human Resources Management

New York City Community College, New York, NY | Expected Graduation May 2026

Skills

Candidate sourcing research ♦ ♦ ♦ ♦ ♦

Job posting assistance ♦ ♦ ♦ ♦ ♦

Interview coordination ♦ ♦ ♦ ♦ ♦

ATS basics ♦ ♦ ♦ ♦ ♦

Microsoft Office (Word, Excel, PowerPoint) ♦ ♦ ♦ ♦ ♦

Social media outreach ♦ ♦ ♦ ♦ ♦

Time management ♦ ♦ ♦ ♦ ♦

Awards

🏆 Dean's List, NYC Community College | Fall 2024, Spring 2025

🏆 Outstanding Student Volunteer Award, Future Leaders Club | 2025

Professional summary

Current Human Resources student seeking Talent Acquisition Intern position to gain hands-on experience in recruitment and candidate engagement. Strong communication skills and ability to multitask in fast-paced environments.

Experience

NYC Community College Career Services

September 2024 - Now

New York, NY

Student HR Assistant

- Assist in organizing and executing career fairs and employer recruitment events, liaising between students and recruiters to ensure smooth interactions.
- Maintain and update candidate records in the career services database, ensuring accuracy and confidentiality of personal information.
- Schedule and coordinate mock interviews and employer presentations, managing logistics and communication with participants to maximize attendance.

Future Leaders Club

January 2023 - May 2024

New York, NY

Campus Volunteer Coordinator

- Directed volunteer recruitment campaigns for campus events, managing communications and tracking volunteer hours to support organizational goals.
- Coordinated with external partners to facilitate student participation in community outreach projects, improving engagement and collaboration.
- Prepared reports on volunteer activity and feedback to assist in program evaluation and improvement.