

HR INTERN

Summary

Highly driven Recruiter who maintains a positive attitude under pressure and welcomes the challenge and responsibility of producing results quickly for clients.

Accomplishments

Devised a successful recruiting plan for the engineering team at Magnasoft, which resulted in 122 new employees in six months.

Work Experience

HR Intern Feb 2016 to Current

City , State

- General recruitment with a focus on university recruitment: create job postings, and connect with students; conduct telephonic screening.
- Sourced the candidates through internal Applicant Tracking System.
- Track key dates and deadlines and maintained specific personnel lists.
- Posting positions through approved recruitment channels.
- Screen all applicants based on their qualifications and background.
- Hiring employees and initiated the new hire paperwork process.
- Researched and prepared a new termination of employment policy.

Human Resources Assistant Feb 2016 to Current

Company Name ¼ City , State

- Create job descriptions for new openings.
- Manage employee information systems.
- Gathered personnel records from all employees from each department.
- Conducted job analysis and job evaluations, resulting in quality job specifications.

Freelancer Jan 2015 to Jan 2016

City , State

- I moved to the US in 2015.
- I was waiting to obtain the necessary employment authorization and permanent residency.
- I am now a permanent resident of the United States of America.

Recruiter Jan 2011 to Jan 2015

Company Name ¼ City

- Managed end-to-end recruitment (sourcing, screening, reference checks, negotiation and offer generation).
- Sourced and updated candidates through Applicant Tracking System.
- Executed rapid talent acquisition strategies e.g., in a span of 6 months, I recruited 122 employees to grow an engineering team from 8 to 130 employees.
- Hired C-level candidates by engaging passive candidates.
- Managed relationships with staffing agencies.
- Researched new sources of recruitment and market intelligence.
- Led the creation of recruiting plans for all open positions.
- Developed salary proposals for new recruits.
- Partnered with local organizations and universities for engagement and interest in jobs offered in their community.
- Developed and facilitated job recruitment fairs.
- Promptly corresponded with all applicants and coordinated and conducted interviews.
- Networked with industry contacts, association memberships and associates.
- Promoted from recruiter to senior recruiter since 04/2013.

Education

Human Resources Business Partner, Employee Relations, Workforce planning and Analytics, Training and Development , Human Resources Management Present University of Washington ¼ State Human Resources Management

Master of Business Administration (MBA) , Human Resources 2011 State , India Human Resources

Bachelor of Science (B.Sc , Biotechnology 2009 Mount Carmel College India Biotechnology

Skills

Bullhorn, Boolean Searches, Google Resume Search, LinkedIn X-ray search, The Ladder, GitHub, Tech Fetch, Monster, Career Builder, LinkedIn, Indeed.