

# George Smith

Recruiter

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## Profile Summary

Dynamic and results-driven Recruiter with over 8 years of experience in talent acquisition and human resources. Expert in developing innovative sourcing strategies and building strong relationships with hiring managers and candidates. Proven track record of reducing time-to-hire by 30% while maintaining a high candidate acceptance rate. Highly skilled in utilizing data-driven insights to enhance recruitment processes and drive organizational growth.

## Work Experience

### Senior Recruiter

ABC Technology

1st Jun, 2018 - Present

- Led recruitment efforts resulting in a 40% increase in the quality of hires within 12 months.
- Implemented a new applicant tracking system, reducing administrative tasks by 25% and enhancing candidate experience.
- Developed a diversity hiring program that exceeded company goals by achieving 35% diverse candidate placements.

### Talent Acquisition Specialist

Global Solutions LLC

1st Jan, 2015 - 31st May, 2018

- Streamlined the hiring process by creating standardized templates and workflows, reducing the average time-to-fill by 15 days.
- Established partnerships with educational institutions to create a pipeline of entry-level candidates, resulting in a 20% increase in new graduate hires.
- Conducted training workshops for hiring managers, improving the interview-to-offer ratio by 22%.

## Education

### Harvard University

Bachelor of Arts in Psychology

1st Sep, 2010 - 31st May, 2014

## Skills

Talent Acquisition, Applicant Tracking Systems, Interviewing, Relationship Building, Diversity Recruitment, Data Analysis, Project Management

## Notable Projects

### Recruitment Analytics Dashboard

Developed a comprehensive analytics dashboard using Power BI to track and report recruitment metrics, leading to data-driven decision-making and strategic planning.

## **Certifications**

### **Professional in Human Resources (PHR)**

Issued by HR Certification Institute, 10th Mar, 2019

## **Awards**

### **Recruiter of the Year**

Awarded by ABC Technology, 15th Dec, 2020