

Jessica Miller

RECRUITER | TALENT ACQUISITION SPECIALIST

jmillergmail.com

123.567.890

linkedin.com/in/jmiller

Recruiter | Talent Acquisition Specialist Summary

- Innovative Talent Acquisition Specialist with 8+ years in recruiting, increasing trained staff by 100+ in IT and Healthcare.
- Achieved a 40% improvement in hiring speed at TechGiant Solutions.
- Reduced hiring costs by 30% through strategic sourcing and process optimization at HealthWare Inc.
- Volunteer for "Tech Youth Today", helping 150+ students land their first job.

Work Experience

Senior Recruiter

June 2017 - Present

TechGiant Solutions

- Directed recruitment for tech roles, increasing staff by 100+ within software and IT teams.
- Implemented automated tracking systems reducing time-to-hire from 60 to 25 days.
- Organized and led 5+ career fairs annually, enhancing employer branding.

Recruiter

March 2014 - May 2017

HealthWare Inc.

- Managed end-to-end recruitment processes for healthcare and administrative roles.
- Reduced overall hiring costs by negotiating better terms with sourcing channels, saving \$200K annually.
- Spearheaded the internship program, recruiting 50+ interns each year with a 25% full-time hire conversion.

Junior Recruiter

January 2012 - February 2014

FastTrack Careers

- Supported recruitment efforts across multiple sectors: retail, manufacturing, and IT.
- Boosted hiring efficiency by 15% through improved interview and screening processes.
- Developed strong candidate pipelines using social media and local networking events.

Education

Bachelor In Business Administration

September 2007 - May 2011

Boston University

Skills

Talent Aquisition

Sourcing

Candidate Pipelines

Hiring

ATS



Interests

Passionate for gardening, trail hiking, and outdoor photography.