Samantha
Lee

RECRUITER

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Recruiter Summary

- Skilled recruiter with 6+ years of experience in talent acquisition and HR management.
- Increased candidate placement rate by 35% at Inova through strategic sourcing and refined screening.
- Successfully managed a recruitment budget, reducing costs by 20% at GlobalComms.
- Certified Technical Recruiter by AIRS as of January 2024.

Work History

Senior Recruiter   **March 2022 - November 2022**
Inova

- Spearheaded recruitment drives for tech and digital roles, filling over 150 positions annually.
- Enhanced the recruitment process using ATS software, leading to a 25-day decrease in average hiring time.
- Organized recruitment workshops and job fairs, significantly improving employer brand visibility.

Recruiter   **March 2017 - August 2019**
GlobalComms

- Developed and implemented recruitment strategies that reduced hiring costs by optimizing resource allocation.
- Fostered strong relationships with universities and training institutes to build a robust candidate pipeline.
- Managed full-cycle recruitment for over 100 roles in the telecommunications sector annually.

Junior Recruiter   **June 2015 - February 2017**
University Recruiting Services

- Assisted in the recruitment of graduates and interns, achieving a hire rate of 30% from intern to full-time positions.
- Conducted initial phone screenings and coordinated interview schedules, improving the candidate experience.
- Utilized social media platforms to increase outreach and successfully filled entry-level positions.

Education

Bachelor of Science in Psychology   **September 2011 - May 2015**
Boston University

Skills

Hiring
● ● ● ● ●

Sourcing
● ● ● ● ○

Communication
● ● ● ● ●

Tech Recruiting
● ● ● ● ●

Interests

- Reading and book club participation (currently reading "Atomic Habits" by James Clear)
- Hiking and nature photography (last photo shoot location: Yosemite National Park)
- Volunteering at local educational charities (currently helping high-school students craft their first resume)