**BUSINESS STUDENT**

San Diego, CA | 123-123-1234 | businessstudent@gmail.com | www.linkedin.com/in/business-student

**PROFESSIONAL SUMMARY**

* Bilingual professional with more than XX years of experience in recruiting, interviewing, training, and supervising in private and public practices, customer service, critical thinking, and problem-solving skills
* Experienced recruiter with a passion for sourcing talented and qualified candidates to meet desired needs
* Assess systemic problems, design options, and implement innovative solutions in non-profit, small business, and large corporate environments with ease

**CORE COMPETENCIES**

**Recruitment:** Benefits Management, Sourcing, Employee Onboarding, Greenhouse ATS, Linkedin Recruiter

**Marketing:** Search Engine Optimization, SASS, Salesforce, A/B Testing, Google Analytics, Website Development

**Technical:** Microsoft Office (Word, PowerPoint, Excel, Access, Meet), Google Suite (Drive, Docs, Sheets, Slides, Forms), Mac iOS, Windows OS, Zoom, Microsoft Teams, Graphic Design (Canva, Adobe)

**Languages:** Fluent in English and Spanish

**RELEVANT EXPERIENCE**

**Lead Recruiter,** *Buzzfeed | Los Angeles, CA Month 20XX - Present*

* Led the primary talent sourcing and recruitment efforts for a Fortune 500 company
* Coordinate all travel arrangements and budgetary requirements related to recruitment programs
* Supervise and train a team of 35+ staff recruiters and sources on company policies and procedures
* Maintain up-to-date knowledge of laws, policies, and state procedures on employment and hiring
* Collaborate with executive leadership to determine talent needs and distribute candidates

**Executive Assistant,** *Hoffstetter Law Firm | San Diego, CA Month 20XX - Month 20XX*

* Recruit, interview, train, and supervise 10 law firm interns each academic year, providing a worthwhile internship experience and law career insight to undergraduate students and law students
* Design firm’s internal monthly newsletter in Microsoft Publisher and distribute electronically to staff
* Update firm’s website with new information, forms, and links to valuable legal resources
* Synthesize the calendars of more than 30 staff members to schedule weekly and quarterly meetings

**Summer Intern**, *Hoffstetter Law Firm | San Diego, CA Month 20XX - Month 20XX*

* Arrange travel itinerary for 5 executive level partners for more than 50 trips throughout the summer
* Direct calls through a multi-line phone system to appropriate personnel in order to maintain clear communication between clients and more than 30 staff attorneys
* Streamlined a project to digitize archived documents and photos for client management database

**COMMUNITY INVOLVEMENT**

**Grant Writer,** *Growing Hope | San Diego, CA Month 20XX - Month 20XX*

* Developed a new brand by assessing core values and creating an abstract to capture them
* Raised over $100k through fundraising and community outreach efforts on social media over 3 years
* Author 5-10 grant applications per year marketing the socio-economic, community health, and individual health benefits of community gardening

**EDUCATION**

**Master of Business Administration,** *United States University | San Diego, CA Expected Month 20XX*

*Concentration in Human Resources Management | GPA: 3.XX/4.00*

**Bachelor of Science in Psychology,** *San Diego University | San Diego, CA Completed Month 20XX*

*Minors in Spanish and Marketing | GPA: 3.XX/4.00*