**Rosa Recruiter**

212-345-5555 rosa.recruiter@email.com

**aspiring HR PROFESSIONAL/RECRUITER**

**Competitive | Persistent | Diligent | Responsive**

* **Recent graduate (BSBA)** with current education in business, finance, and human resources complemented by skills in managing projects, meeting deadlines, preparing reports, and working with teams to achieve results.
* **Academic top performer** who quickly grasps new concepts and excels at critical and creative thinking.
* **Persuasive communicator** able to build enthusiasm, inspire teamwork, clearly convey critical information both orally and in writing, and summarize complex issues in key points.

**EDUCATION**

NEW YORK UNIVERSITY, Stern School of Business, New York, NY

Bachelor of Science in Business Administration, Concentration in Management and Organizations | May 2021

GPA 3.65 | Dean’s List | SHRM Student Member

* **Founder,** *NYU Business Networking Club*
Launched new on-campus group melding social networking (both in person and virtual) with presentations by business professionals. Built attendance from startup to an average of 25 business majors per month. Sparked interest in recruiting as a career after planning and leading a panel discussion featuring internal recruiters and external search consultants.
* **Capstone Project:** *Analysis of Costs and Benefits of Using External Search Consultants*Worked with 3 teammates on deep dive into the use of external recruiters. Analyzed 10 cases, 5 sourced through internal recruiters and 5 external, and evaluated the process and results of each. Earned grade of A.
* **Volunteer and Team Leader,** *Miles for Manhattan Fundraiser*
Recruited a team that completed a 50-mile, single-day ride around Manhattan to raise funds for local food banks and homeless shelters. Managed digital media outreach and communications; led team meetings; and personally recruited 50% of 18 team members. Raised more than $5K first year and doubled results in year 2.

**experience**

HALL & HALL EXECUTIVE SEARCH CONSULTANTS, New York, NY

* **Recruiting Internship,** Summer 2020
Invited to return for second summer internship. Gained deeper insights into best practices in sourcing, recruiting, and interviewing. Credited with identifying a new resource for finding soon-to-graduate tech talent. Maintained high levels of engagement and productivity while working remotely.
* **Recruiting Internship,** Summer 2019
Completed 8-week internship supporting a team of 5 search consultants who specialized in recruiting technology professionals for the banking/finance industry.

MACY’S, New York, NY

* **Human Resources Internship,** Summer 2018
Performed a wide range of administrative tasks within busy HR department of a major NYC employer. Assisted with job postings, recruitment sourcing and research, candidate follow-up, and new-hire onboarding.

**ADDITIONAL Work Experience**

**Retail Clerk** | Macy’s, New York, NY Summer 2017

**Camp Counselor** | Addie’s in the Adirondacks, Saranac Lake, NY Summers 2015 and 2016

**INTERESTS AND EXTRAS**

**Avid Traveler**—Visited more than a dozen countries. Speak conversational Spanish and beginning Turkish.

**Author**—Wrote *Solo Travel When You Don’t Speak the Language* and navigated Amazon.com self-publishing process. Earned average rating of 4.8 (out of 5) from more than a dozen published reviews.

**Athlete**—Completed 15 triathlons, 3 marathons, countless 5K road races, and numerous recreational cycling events.