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SKILLS

- Digital Recruitment
- Data Analysis
- Social Media Engagement
- Compliance
- Project Management
- Candidate Experience

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, STANFORD UNIVERSITY

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased candidate engagement by 50% through innovative digital strategies.
- Successfully reduced recruitment costs by 15% through process automation.
- Awarded Employee of the Quarter for outstanding performance in recruitment initiatives.

Michael Anderson

DIGITAL TALENT ACQUISITION SPECIALIST

Innovative Talent Coordinator with a strong focus on leveraging technology to enhance recruitment processes and improve candidate experiences. Extensive background in utilizing digital tools and social media to attract diverse talent pools while ensuring compliance with industry regulations. Demonstrated ability to analyze recruitment metrics and derive actionable insights that inform strategic decision-making.

EXPERIENCE

DIGITAL TALENT ACQUISITION SPECIALIST

NextGen Tech

2016 - Present

- Utilized digital marketing strategies to enhance recruitment outreach efforts.
- Managed online job postings and leveraged social media platforms for recruitment.
- Conducted data analysis to assess the effectiveness of recruitment campaigns.
- Collaborated with IT to enhance the functionality of the ATS.
- Engaged with candidates through virtual interviews and online assessments.
- Provided regular reports on recruitment metrics to senior management.

TALENT COORDINATOR

Future Pathways

2014 - 2016

- Supported recruitment activities by screening and interviewing candidates.
- Maintained candidate records in the ATS, ensuring data accuracy.
- Coordinated logistics for recruitment events and information sessions.
- Assisted in developing employer branding strategies to attract talent.
- Ensured compliance with recruitment policies and procedures.
- Facilitated communication between candidates and hiring managers.