



MICHAEL ANDERSON

HR Recruiter

Proactive Talent Coordinator with a strong foundation in human resources and a passion for enhancing organizational effectiveness through strategic recruitment initiatives. Demonstrated ability to build strong relationships with candidates and hiring managers, facilitating a seamless recruitment process. Skilled in utilizing various sourcing techniques to attract a diverse talent pool while ensuring compliance with employment regulations.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Human Resource Management

University of Florida
2016-2020

SKILLS

- Recruitment Process
- Candidate Assessment
- HR Compliance
- Communication Skills
- Sourcing Techniques
- Relationship Building

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

HR Recruiter

2020-2023

Green Solutions Corp.

- Managed the end-to-end recruitment process, ensuring alignment with company values.
- Developed job descriptions and posted vacancies on various job boards.
- Conducted initial screenings and interviews to assess candidate qualifications.
- Maintained a candidate database to track applications and progress.
- Collaborated with hiring managers to refine candidate selection criteria.
- Provided insights on labor market trends to inform recruitment strategies.

Talent Coordinator

2019-2020

Sustainable Innovations

- Supported recruitment efforts by managing candidate communications and logistics.
- Assisted in onboarding new hires, ensuring a positive experience.
- Conducted background checks and verified references for potential hires.
- Organized recruitment fairs and information sessions to attract talent.
- Maintained compliance with HR policies and procedures throughout the hiring process.
- Coordinated with external agencies to enhance recruitment outreach.

ACHIEVEMENTS

- Achieved a 20% reduction in time-to-hire through process improvements.
- Recognized for outstanding service in candidate management.
- Contributed to a significant increase in employee retention rates through effective onboarding.