

# MICHAEL ANDERSON

Recruitment Consultant

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Dedicated Talent Coordinator with a focus on delivering exceptional recruitment services and enhancing talent management frameworks within organizations. Extensive experience in conducting comprehensive candidate assessments and employing innovative sourcing methods to attract high-quality talent. Proven track record of successfully managing recruitment campaigns and collaborating with cross-functional teams to achieve organizational objectives.

## WORK EXPERIENCE

### Recruitment Consultant | Elite Talent Solutions

Jan 2022 – Present

- Conducted full-cycle recruitment processes for various client organizations.
- Developed effective sourcing strategies to attract diverse talent pools.
- Collaborated with clients to understand their unique hiring needs and culture.
- Managed candidate relationships, ensuring a positive experience throughout the process.
- Utilized ATS to track candidate progress and maintain accurate records.
- Provided recruitment training and support to client teams.

### Talent Coordinator | Innovatech Solutions

Jul 2019 – Dec 2021

- Assisted in the recruitment process by screening resumes and coordinating interviews.
- Maintained candidate databases and ensured compliance with hiring regulations.
- Organized recruitment events and job fairs to attract potential candidates.
- Provided administrative support to the HR department to enhance workflow.
- Conducted reference checks and managed candidate communications.
- Collaborated with hiring managers to refine job descriptions and selection criteria.

## SKILLS

Recruitment Services

Candidate Assessment

Communication

Sourcing Strategies

Team Collaboration

HR Compliance

## EDUCATION

### Bachelor of Science in Business Administration

2015 – 2019

University of Washington

## ACHIEVEMENTS

- Increased client satisfaction ratings by 30% through improved recruitment processes.
- Successfully filled 95% of open positions within the targeted timeframe.
- Recognized for outstanding service and dedication to client success.

## LANGUAGES

English

Spanish

French