



Michael ANDERSON

SENIOR RECRUITER

Dynamic Talent Identification Specialist with extensive expertise in talent acquisition and workforce planning. Renowned for employing innovative sourcing strategies and engaging candidates through personalized outreach methodologies. Highly skilled in collaborating with cross-functional teams to align recruitment efforts with organizational objectives. Proven ability to analyze labor market trends and adjust recruitment strategies accordingly, ensuring the attraction of top talent.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Recruitment Strategies
- Workforce Planning
- Candidate Experience
- Data Analytics
- Networking
- Onboarding

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN BUSINESS
ADMINISTRATION - UNIVERSITY OF
CALIFORNIA, BERKELEY**

ACHIEVEMENTS

- Achieved a 50% reduction in time-to-fill for key positions.
- Received 'Excellence in Recruitment' award for outstanding performance.
- Implemented a candidate feedback system to enhance recruitment processes.

WORK EXPERIENCE

SENIOR RECRUITER

NextGen Technologies

2020 - 2025

- Executed recruitment strategies for technical and non-technical roles.
- Utilized data analytics to track recruitment metrics and enhance decision-making.
- Engaged with passive candidates through networking events and online platforms.
- Developed tailored recruitment campaigns to attract niche talent.
- Conducted thorough interviews and assessments to ensure cultural fit.
- Collaborated with HR to streamline onboarding processes for new hires.

HUMAN RESOURCES ASSISTANT

Creative Solutions LLC

2015 - 2020

- Assisted in the recruitment process by screening resumes and conducting initial interviews.
- Maintained applicant tracking systems and ensured data integrity.
- Coordinated logistics for interviews and recruitment events.
- Provided administrative support to the HR team during onboarding.
- Assisted in developing job postings to attract suitable candidates.
- Conducted candidate follow-ups to enhance engagement.