

JK

Location

Seattle, WA

Phone

(000) 000-0000

Email

email@example.com

Website

LinkedIn

Key Skills

- ATS
- Candidate communications
- Data entry
- Interview setup
- Job descriptions
- Offer letter prep
- Resume sourcing

Education

University of Washington, Seattle,
WA
May 2018
Bachelor of Arts (B.A.) in Business

Joshua Kim

Talent acquisition assistant

Energetic recruiting assistant skilled in sourcing, interview logistics, and candidate experience

Talent acquisition assistant with four years of experience in fast-paced corporate hiring teams. Strong interpersonal and project coordination skills with a focus on positive candidate engagement.

Professional Experience

Talent Acquisition Assistant, Pacific Edge Software | Seattle, WA
June 2021 - Present

- Source candidates on LinkedIn and update database with lead information
- Prepare offer letters and run background checks on final-round candidates
- Track metrics including time-to-fill and hiring manager feedback

Recruiting Coordinator, Maplevue Tech Group | Bellevue, WA
February 2019 - May 2021

- Scheduled interviews for up to 10 candidates daily across multiple time zones
- Served as liaison between recruiters, hiring managers, and candidates
- Maintained hiring activity dashboards using Excel and ATS reports