

Samantha Vega

Human resources recruiting assistant

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Fast-paced HR assistant experienced in supporting recruitment and candidate experience

HR recruiting assistant with five years of experience managing interview logistics, sourcing support, and recruitment software. Strong communicator and relationship builder who helps recruiters and hiring managers move quickly and efficiently.

Key Skills

- Applicant scheduling
- Candidate outreach
- Interview coordination
- Job board posting
- Recruitment software (Greenhouse, Workday)
- Resume screening
- Talent pipeline tracking

Professional Experience

Recruiting Assistant | ClearPath Logistics, Kansas City, MO | February 2021 – Present

- Coordinate interviews and pre-screen calls for up to 60 candidates per month
- Maintain ATS data and candidate statuses
- Create weekly hiring activity reports for executive review

HR Assistant | Deluxe Marketing Group, Kansas City, MO | May 2018 – January 2021

- Posted jobs on external job boards and managed internal referral program
- Provided administrative support for campus recruitment programs
- Researched passive candidates and built talent pipelines for hard-to-fill roles

Education

Bachelor of Arts (B.A.) in Human Resources, May 2018 | University of Missouri–Kansas City, Kansas City, MO