



# Raymond Sanchez

Recruiter

Junior recruiter with 18 months of agency and in-house sourcing experience across customer success and sales roles. Comfortable on the phone, in LinkedIn Recruiter, and inside a busy ATS, and ramping fast on full-cycle ownership.

## CONTACT INFORMATION

 (480) 555-0117

 marcus.deleon@example.com

 Tempe, AZ 12345

## KEY SKILLS

- LinkedIn Recruiter
- Lever ATS
- Phone screening
- Boolean searches
- Interview scheduling
- Outreach copywriting
- Excel candidate trackers
- Calendly and Google Workspace

## PROFESSIONAL EXPERIENCE

2023 - Present

**Junior Recruiter | Saguaro Talent Partners, Tempe, AZ**

- Source for 6 open SDR and AE roles weekly, averaging 32 qualified candidates submitted per month.
- Run first-round phone screens, passing about 4 in 10 candidates to the hiring manager round.
- Keep the Lever ATS clean, including stage updates, rejection notes, and weekly pipeline reports for two account managers.
- Drafted a new SDR outreach template that doubled InMail reply rate from 12% to 24% in eight weeks.

2022 - 2023

**Talent Sourcing Intern | Copperline HR Services, Mesa, AZ**

- Built candidate lists of 40-60 names per requisition using LinkedIn Recruiter Lite and Indeed Resume.
- Scheduled 80+ candidate interviews across three time zones with no missed confirmations.
- Shadowed senior recruiters on intake meetings and offer calls to learn structured interviewing.

## EDUCATION

B.S. Business Administration, Arizona State University, 2022

SHRM Talent Acquisition Specialty Credential, in progress