

JD

Jennifer Davis

Recruiter

Recruiting manager with 12 years across high-growth SaaS, marketplace, and biotech. Builds and runs in-house TA teams of 6 to 14 recruiters, owns annual hiring plans up to 300 hires, and partners with executives on workforce planning, comp bands, and DEI strategy.

CONTACT INFORMATION



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EDUCATION

B.S. Industrial and Labor Relations,
Cornell University, 2013

SHRM-CP, 2018

KEY SKILLS

- TA team leadership and coaching
- Annual hiring plan and headcount forecasting
- ATS selection and migration (Ashby, Greenhouse, Lever)
- Agency negotiation and vendor management
- Compensation philosophy and offer governance
- Executive partnership with CRO, CFO, and CPO
- DEI hiring strategy
- Recruiting analytics and dashboards
- Workforce planning
- Employer brand and candidate experience

PROFESSIONAL EXPERIENCE

- **Recruiting Manager, GTM and G&A, Foxglove Marketplace, Portland, OR**
2022 – Present
 - Lead a team of 9 recruiters and 2 coordinators delivering against an annual hiring plan of 215 roles spanning sales, marketing, finance, and people.
 - Cut average cost-per-hire from \$7,400 to \$4,200 by shifting 60% of sourcing in-house and renegotiating two agency contracts.
 - Rolled out a quarterly business review with the CRO and CFO that tied each open req to revenue plan and runway.
 - Hired and ramped 4 new recruiters in 2023, all of whom hit full productivity within 90 days.
 - Sponsor the company's DEI hiring council, taking underrepresented hires in sales leadership from 14% to 33% over 18 months.
- **Senior Recruiting Lead, Heliotrope Bio, Beaverton, OR**
2019 – 2022
 - Built the talent team from 2 to 7 recruiters during a Series C and Series D, supporting hiring across R&D, clinical, and commercial.
 - Closed 180 hires in 2021 against a plan of 165, including 22 scientists and 6 directors.
 - Designed the company's first compensation philosophy doc with the CFO and head of People, ending one-off offer escalations to the CEO.
 - Selected and rolled out Ashby as the new ATS, retiring two legacy systems in a 10-week migration.
 - Ran weekly hiring forums with department heads to triage stuck reqs and reprioritize across functions.
- **Senior Recruiter, Cedar Junction Software, Vancouver, WA**
2016 – 2019
 - Owned full-cycle hiring for engineering and product, closing 70+ hires across three years.
 - Promoted to senior recruiter after 14 months on the back of a 92% offer-accept rate.
 - Built the engineering interview loop, including a take-home calibration process used company-wide.
 - Mentored 3 junior recruiters and coordinators, two of whom were promoted into full-cycle roles.
- **Recruiter, Aspen Ridge Staffing, Salem, OR**
2013 – 2016
 - Placed 90+ contract and contract-to-hire candidates into IT and finance roles across the Pacific Northwest.

- Carried a weekly desk of 12-16 open reqs and consistently ranked in the top quartile of the office on submittal-to-placement ratio.
- Built a referral network with three regional staffing partners that contributed about a third of placements.
- Trained four new desk recruiters on intake, sourcing, and candidate care.