



Vanessa Andersen

Senior Recruiting Coordinator

Recruiting coordinator with 6 years of experience managing up to 47 open requisitions across multiple departments using Greenhouse, iCIMS, and Workday. Reduced ATS data entry errors by 33.3% by building a required-field checklist and auditing 34 new records per week in Greenhouse. Holds an Associate Professional in Human Resources and applies EEO and FLSA compliance knowledge to every stage of the hiring process.

PROFESSIONAL EXPERIENCE

SENIOR RECRUITING COORDINATOR

HOUSATONIC VALLEY BUSINESS GROUP, TORRINGTON, CT | 2023 – PRESENT

- Managed 47 open requisitions simultaneously across 6 departments by tracking each role's status, hiring manager feedback, and candidate progress in Greenhouse.
- Reduced ATS data entry errors by 33.3% within 8 months by building a required-field checklist and auditing 34 new records per week in Greenhouse.
- Coordinated onboarding logistics for new hires, collecting completed paperwork an average of 3 days before start dates and confirming equipment setup with IT.
- Partnered with 9 hiring managers to draft intake forms capturing role requirements, salary bands, and interview panel preferences in under 45 minutes per meeting.

RECRUITING COORDINATOR

NAUGATUCK RIVER FINANCIAL PARTNERS, WATERBURY, CT | 2021 – 2023

- Tracked 31 open requisitions at a time using iCIMS, updating candidate dispositions within 4 hours of each interview debrief.
- Contributed to an employee retention rate lift from 81.6% to 89.4% over 18 months by revising offer-letter templates and adding structured 30-day check-in calls.
- Compiled weekly requisition aging reports in Microsoft Excel for the talent acquisition director, covering average days open and stage bottlenecks for each role.
- Verified EEO and FLSA compliance documentation for 26 requisitions per quarter, resolving discrepancies within 2 business days.

HR ASSISTANT

LITCHFIELD CREEK MANUFACTURING, LITCHFIELD, CT | 2020 – 2021

- Maintained candidate records in Workday for 22 open requisitions, entering application data with a 97.53% accuracy rate across 1,100 records.
- Prepared orientation materials and welcome packets for an average of 11 new employees per month, confirming badge access and parking assignments 2 days in advance.
- Responded to candidate inquiries via Microsoft Outlook within 3 hours on average, covering interview logistics, document requests, and status updates.

EDUCATION

Bachelor of Science in Business

Central Connecticut State University, New Britain, CT | 2016 – 2020



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KEY SKILLS

- Greenhouse
- iCIMS
- Workday
- Microsoft Excel
- ATS Data Integrity
- Requisition Management
- Onboarding Coordination
- EEO Compliance
- FLSA Documentation
- Candidate Communication
- Hiring Manager Partnerships

CERTIFICATIONS

- Associate Professional in Human Resources, HR Certification Institute, 2021

