



Chloe Macias

Talent Acquisition Specialist

SHRM Certified Professional with 6 years of experience in full-cycle recruitment, candidate sourcing strategy, and EEO and ADA compliance. Grew the qualified candidate pipeline by 38.7% by building Boolean search strings on LinkedIn and launching a structured referral incentive program. Designed referral programs across two employers, increasing diversity hiring by 15.7% through community partnerships and revised job posting language.

CONTACT INFORMATION

-  (803) 555-0125
-  chloe.macias@example.com
-  Aiken, SC 12345

EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT | FRANCIS MARION UNIVERSITY, FLORENCE, SC | 2016 - 2020**

KEY SKILLS

- Full-Cycle Recruitment
- Boolean Search Strings
- Lever
- Indeed
- Microsoft Office Suite
- EEO and ADA Compliance
- Affirmative Action Guidelines
- Candidate Sourcing Strategy
- Exit Interview Analysis
- Referral Program Design
- Structured Interviewing

PROFESSIONAL EXPERIENCE

TALENT ACQUISITION SPECIALIST | PALMETTO RIDGE HEALTH SERVICES, AIKEN, SC | 2023 - PRESENT

- Grew the qualified candidate pipeline by 38.7% in 11 months by building Boolean search strings on LinkedIn and launching a structured referral incentive program.
- Designed a referral program that generated 19 hires in the first year, reducing reliance on external job boards by \$4,740 per quarter in posting fees.
- Advised 8 hiring managers on ADA accommodation procedures and EEO interview guidelines, updating intake checklists to reflect current affirmative action requirements.
- Conducted 23 exit interviews per quarter using a standardized template, identifying turnover trends and presenting findings to HR leadership within 5 business days.

TALENT ACQUISITION SPECIALIST | SAVANNAH RIVER TECHNICAL GROUP, NORTH AUGUSTA, SC | 2021 - 2023

- Increased diversity hiring by 15.7% across engineering and administrative departments by partnering with 6 community organizations and revising job posting language.
- Screened candidate applications in Lever and forwarded shortlists of 7 to 10 qualified applicants to department leads within 3 business days of posting.
- Selected qualified applicants for 4 technical teams and provided hiring recommendations that managers accepted for 13 of 15 finalist candidates per quarter.
- Processed employment termination paperwork for departing employees, completing separation documents and benefits notifications within 48 hours of each exit date.

HR RECRUITING COORDINATOR | EDISTO VALLEY MANUFACTURING, ORANGEBURG, SC | 2020 - 2021

- Built a referral tracking spreadsheet in Microsoft Office Suite that logged 11 referral hires in 9 months, accounting for the highest-quality source channel in the division.
- Maintained current knowledge of EEO and ADA guidelines by attending quarterly compliance webinars and distributing updated hiring checklists to 5 recruiters.
- Posted open roles on Indeed and internal boards, collecting an average of 47 applications per requisition within the first 10 days of posting.

CERTIFICATIONS

- SHRM Certified Professional, Society for Human Resource Management | 2022