



Holly Palmer

Recruiting Coordinator

Recruiting coordinator with 2 years of experience supporting hiring workflows in Greenhouse and across external job boards. Supported 113 successful hires over 12 months by coordinating phone screens, distributing candidate packets, and confirming start dates with department managers.

CONTACT INFORMATION



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Gunnison, CO 12345

KEY SKILLS

- Greenhouse
- Microsoft Outlook
- Microsoft Excel
- LinkedIn
- Interview Scheduling
- Job Posting Management
- Candidate Screening
- EEO Compliance
- Onboarding Coordination
- Calendar Management

Professional Experience

RECRUITING COORDINATOR | GUNNISON BASIN TECHNOLOGY GROUP, GUNNISON, CO

2025 - PRESENT

- Reduced average time-to-schedule interviews from 4.3 days to 1.7 days by collecting interviewer availability windows during weekly intake calls and contacting candidates within 2 hours of recruiter request.
- Managed 27 job postings per week across Greenhouse and external boards, updating descriptions and closing filled roles within 6 hours of offer acceptance.
- Supported 113 successful hires over 12 months by coordinating phone screens, sending candidate packets, and confirming start dates with department managers.
- Drafted weekly recruiting status updates in Microsoft Excel for 4 recruiters, tracking stage progression for each open role and flagging postings older than 21 days.

HR ASSISTANT | CRESTED BUTTE OUTFITTERS LLC, CRESTED BUTTE, CO

2024 - 2025

- Posted 19 open positions per week on the company careers page and LinkedIn, refreshing listings every 5 business days to maintain candidate flow.
- Supported 54 successful seasonal hires across 3 months by screening applications, scheduling phone calls within 1.4 days, and forwarding qualified candidates to hiring leads.
- Scheduled orientation sessions and badge pickups for new employees, confirming each start date with the hiring manager.

Education

- Bachelor of Arts in Communication Arts (Communication Emphasis)
Western Colorado University, Gunnison, CO | 2020 - 2024