



Simone Abbott

Recruitment Coordinator

SHRM Certified Professional with 6 years of experience coordinating interviews, processing background checks, and supporting hiring teams across multiple locations using Workday and Greenhouse. Maintained a 97.49% interview on-time rate by confirming logistics with candidates and interviewers 48 hours before each session. Compiles weekly hiring-status reports and manages onboarding documentation including I-9 and EEO verification.

CONTACT INFORMATION



(501) 555-0111



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Searcy, AR

KEY SKILLS

- Interview Scheduling
- Background Check Administration
- Greenhouse
- Workday
- Microsoft Excel
- Onboarding Coordination
- EEO Compliance
- Calendar Management
- Candidate Communication
- Hiring Manager Partnerships

PROFESSIONAL EXPERIENCE

2023 - Present

Recruitment Coordinator | Caddo Creek Professional Services, Searcy, AR

- Scheduled 163 interviews per month for 7 hiring teams by coordinating calendars across time zones in Microsoft Outlook and Zoom.
- Maintained a 97.49% interview on-time rate by confirming logistics with candidates and interviewers 48 hours before each session.
- Processed 67 background checks per month using Workday, delivering completed reports to hiring managers within 3 business days.
- Drafted interview guides and debrief forms for 12 department leads, collecting completed scorecards within 24 hours of each panel session.

2021 - 2023

Recruiting Assistant | Strawberry River Staffing Group, Batesville, AR

- Coordinated 127 interviews per month for a 4-person recruiting team, confirming candidate availability within 4 hours of request.
- Processed 41 background checks monthly through Greenhouse, flagging discrepancies for recruiter review within 24 hours.
- Raised the interview on-time rate from 89.6% to 97.11% over 7 months by sending reminder emails to panelists and candidates 2 days before each session.
- Compiled weekly hiring-status reports for the HR director, covering 38 active roles across 5 office locations.

2020 - 2021

HR Administrative Assistant | Little Red River Manufacturing, Heber Springs, AR

- Scheduled 84 interviews per month for 2 plant locations, sending confirmation packets to candidates and supervisors via Microsoft Outlook.
- Processed 23 background checks each month and filed completed records in the personnel database within 2 business days.
- Assembled new-hire orientation packets for 14 employees per month, verifying I-9 and EEO documentation before day-one start.

EDUCATION

Bachelor of Science, Entrepreneurial Management & Strategic Leadership with an Emphasis in Human Resource Management

Arkansas State University, Jonesboro, AR | 2016 - 2020

CERTIFICATIONS

SHRM Certified Professional, Society for Human Resource Management, 2022