



Shira Rinaldi

TALENT ACQUISITION COORDINATOR

Recruiting coordinator with 3 years of experience filling 67 positions annually across multiple departments using Indeed, Lever, and Paylocity. Skilled in full-cycle hiring coordination, career fair representation, onboarding documentation, and EEO compliance, with a 4.6 out of 5.0 candidate satisfaction score earned through consistent interview follow-up.

CONTACT INFORMATION



(814) 555-0118



shira.rinaldi@example.com



Meadville, PA 12345

KEY SKILLS

- Lever
- Indeed
- Paylocity
- Boolean Search Strings
- Microsoft Office Suite
- EEO Compliance
- ATS Record Management
- Interview Scheduling
- Candidate Screening
- Onboarding Documentation

PROFESSIONAL EXPERIENCE

Talent Acquisition Coordinator | Allegheny Creek Financial Group, Meadville, PA | 2024 – Present

- Filled 67 positions annually across engineering, operations, and customer service departments by posting roles on Indeed and coordinating full-cycle hiring paperwork.
- Earned a 4.6 out of 5.0 candidate satisfaction score by sending status updates within 48 hours of each interview round and providing detailed feedback on next steps.
- Represented the company at 9 career fairs annually across western Pennsylvania, collecting 214 leads that converted into 31 completed applications.
- Maintained new-hire records in Paylocity for each onboarded employee, entering compensation, benefits enrollment, and department assignments within 2 business days of start date.

HR Assistant | Shenango Valley Staffing Partners, Sharon, PA | 2023 – 2024

- Contacted an average of 38 applicants per week to inform them of application status, compensation details, and benefit summaries using Lever for tracking.
- Attended 5 career fairs in the first year, collecting candidate contact information and scheduling follow-up calls that produced 17 hires.
- Drafted and updated 26 job descriptions with accurate duties, schedules, and promotion opportunities to ensure alignment with EEO guidelines.

EDUCATION

Bachelor of Science in Business Administration Management
Edinboro University of Pennsylvania, Edinboro, PA | 2019 – 2023