



# Wade Moreau

Recruiter

## CONTACT INFORMATION



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Smyrna, DE 12345

## EDUCATION

- **Bachelor of Science in Management - Human Resources Concentration**  
**University of Delaware, Newark, DE | 2011 - 2015**

## KEY SKILLS

- Greenhouse
- iCIMS
- LinkedIn Recruiter
- Boolean Search Strings
- Candidate Pipeline Development
- Microsoft Excel
- Sourcing Strategy
- EEO Compliance
- Talent Community Building
- Referral Program Management

## ABOUT ME

Recruiter with 11 years of experience sourcing candidates across multiple business units using LinkedIn Recruiter, Boolean search strings, Greenhouse, and iCIMS. Grew the engineering candidate pipeline by 28.7% over 9 months by launching a referral incentive program and rebuilding talent community lists. Mentored 3 junior recruiting coordinators on sourcing methods and ATS workflows while building quarterly sourcing strategy presentations for senior HR leadership.

## PROFESSIONAL EXPERIENCE

### RECRUITER I MURDERKILL CREEK STAFFING SOLUTIONS, SMYRNA, DE 2020 - PRESENT

- Sourced 247 candidates per month across 4 business units by combining LinkedIn outreach, employee referrals, and targeted Boolean searches.
- Grew the engineering candidate pipeline by 28.7% over 9 months after launching a referral incentive program and rebuilding talent community lists in Greenhouse.
- Mentored 3 junior recruiting coordinators on sourcing methods and ATS workflows, reducing their ramp-up period from 8 weeks to 5 weeks.
- Developed a passive-candidate engagement sequence that added 1,340 new contacts to the talent pipeline within 6 months.
- Built quarterly sourcing strategy presentations in Microsoft PowerPoint for the VP of HR, covering channel performance and cost-per-source for each department.

### RECRUITING COORDINATOR I LEIPSIC RIVER BUSINESS PARTNERS, DOVER, DE 2017 - 2020

- Sourced 183 candidates per month for warehouse, logistics, and corporate roles using LinkedIn and internal referral channels.
- Expanded the supply-chain candidate pipeline by 25.0% in 1 year by partnering with 4 regional trade schools and attending 7 career fairs.
- Created weekly sourcing dashboards in Microsoft Excel that tracked channel yields, helping the team shift budget toward sources producing 38 more qualified leads per month.
- Screened inbound applications and routed qualified candidates to hiring managers within 1 business day, covering an average of 34 roles at a time.

### RECRUITING ASSISTANT I BOMBAY HOOK SERVICES GROUP, CLAYTON, DE 2015 - 2017

- Sourced 114 candidates per month for entry-level and mid-level openings by posting to job boards and mining the ATS for past applicants.
- Grew the administrative-support candidate pipeline by 24.9% over 6 months through targeted outreach on LinkedIn and community job boards.

- Updated source tags, disposition notes, and contact details in iCIMS for an average of 127 candidate profiles per week, keeping records current for 3 recruiters.