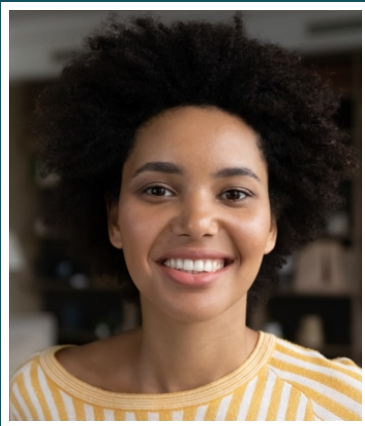




Tatiana Hendricks

Talent Recruiter

Recruiting professional with 6 years of experience spanning full-cycle recruitment, structured interviewing, and EEO and ADA compliance. Reduced time-to-hire by 23.1% by redesigning phone-screen criteria and adding structured interview guides, and achieved a 37.4% source effectiveness rate from Boolean search strings on LinkedIn. Holds a Professional in Human Resources credential and works daily with Lever, ADP Workforce Now Recruiting, and Paylocity.

CONTACT INFORMATION



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tatiana.hendricks@example.com



Roseburg, OR 12345

EDUCATION

- Bachelor of Science Business Administration
2016 - 2020
Southern Oregon University, Ashland, OR

KEY SKILLS

- Full-cycle recruitment
- Lever
- ADP Workforce Now Recruiting
- Boolean search strings
- EEO and ADA compliance
- Structured interviewing
- Sourcing strategy development
- Paylocity
- Hiring manager advisory
- Offer negotiation

PROFESSIONAL EXPERIENCE

Talent Recruiter | 2023 - Present

Cascade Foothills Health Group, Roseburg, OR

- Reduced time-to-hire by 23.1% over 9 months by redesigning phone-screen criteria and adding structured interview guides for 7 department hiring managers.
- Coordinate an average of 54 interviews per month across 4 clinical and administrative departments using Lever for scheduling and candidate tracking.
- Achieved a 37.4% source effectiveness rate from Boolean search strings on LinkedIn, generating 19 qualified candidates per open role within the first 14 days.
- Confer with department heads weekly to review personnel procedures and ensure all job postings comply with EEO guidelines and ADA requirements.

Recruiting Coordinator | 2021 - 2023

Umpqua Plateau Financial Services, Sutherlin, OR

- Shortened average time-to-hire from 48 days to 39 days by standardizing intake meetings with hiring managers and creating pre-approved job description templates.
- Scheduled and tracked 41 candidate interviews per month in ADP Workforce Now Recruiting, maintaining status updates for every requisition within 24 hours.
- Reviewed employment applications against job orders daily, screening an average of 63 resumes per week and forwarding shortlists within 2 business days.
- Interpreted and explained updated FLSA and affirmative action procedures to a 12-person HR team during a company-wide policy rollout.

HR Assistant | 2020 - 2021

Willow Ridge Manufacturing, Myrtle Creek, OR

- Posted open positions on Indeed and internal boards, reducing average posting-to-first-screen time from 11 days to 7 days.
- Compiled weekly source tracking reports in Microsoft Office Suite, identifying that employee referrals delivered a 29.6% source effectiveness rate for production roles.
- Maintained applicant records in Paylocity for 34 active and archived requisitions, ensuring data accuracy ahead of quarterly compliance audits.

CERTIFICATIONS

- Professional in Human Resources, HR Certification Institute, 2022