

📍 London, UK 📞 +44 20 1234 5678 ✉ example@cvmaker.uk

Highly motivated and results-driven Talent Acquisition Specialist with over 7 years of experience recruiting top-tier talent across diverse industries. Proven ability to streamline recruitment processes, build strong candidate pipelines, and collaborate effectively with hiring managers to meet organisational goals.

SKILLS

- Talent Management
- Employer Branding
- Applicant Tracking Systems (ATS)
- Diversity and Inclusion
- UK employment laws and regulations
- Sourcing
- Candidate Assessment & Interviewing
- Talent Pipelining
- Recruitment Metrics

WORK EXPERIENCE

Next Level Careers, London, UK | 2016 - Present

Senior Talent Acquisition Specialist (2018 - Present)

Lead end-to-end recruitment for senior-level positions in technology and engineering departments. Collaborate with department heads to define job requirements and candidate profiles. Conduct behavioural interviews and technical assessments, consistently delivering candidates meeting or exceeding expectations. Manage a team of junior recruiters, providing training and guidance to enhance their skills.

- Implemented a diversity and inclusion hiring program, resulting in a 15% increase in the hiring of underrepresented groups.
- Develop and implement innovative sourcing strategies, resulting in a 30% reduction in time-to-fill.

Junior Talent Acquisition Specialist (2016 - 2018)

Assisted in end-to-end recruitment processes for a variety of roles across multiple business units. Sourced candidates through online platforms, networking events, and referrals. Conducted initial phone screens and coordinated interviews between candidates and hiring managers. Maintained candidate pipelines, ensuring a steady flow of qualified applicants.

- Promoted to Senior Talent Acquisition Specialist within three years.
- Developed job descriptions and ensured job postings were compliant with UK labour laws.

EDUCATION & CERTIFICATIONS

- Certified Recruitment Professional (CRP), Recruitment and Employment Confederation (REC), 2017
- Bachelor of Arts in Business Management, University of Manchester - Manchester, UK, 2015

TECHNICAL SKILLS

Monday, Sage HR, Workable, Zoho Recruit, ClickUp, LinkedIn Recruiter, Calendly, BambooHR.