

Caroline Morris

Recruiter II

☎ (469) 555-3178 ✉ caroline.morris@example.com

🌐 linkedin.com/example/carolinemorris 📍 Irving, TX 75039

STRENGTHS

- 🔍 **Strategic sourcing**
Built varied pipelines through platforms, universities, associations, referrals, and technical programs when one channel fell short.
- ✅ **Evidence based evaluation**
Used structured screens, interviews, documented criteria, and concise recommendations so hiring leaders could decide with confidence.
- ♥️ **Recruiting analytics**
Reviewed Excel reports, source activity, pipeline movement, and aging requisitions, turning patterns into practical outreach changes.
- 👥 **Manager partnership**
Trained hiring managers on tracking workflows, interview records, dispositions, and confidentiality, making each hiring cycle easier to manage.
- 🔒 **Confidential operations**
Handled sensitive candidate records and competing requisitions with steady follow through, earning trust from HR and business partners.

SKILLS

Full Cycle Recruiting
Talent Acquisition
Candidate Screening Interviewing
Sourcing Strategy
Applicant Tracking Systems
Candidate Disposition
Recruiting Compliance
Hiring Manager Training
University Recruiting
Professional Associations

SUMMARY

Recruiting professional with more than six years of staffing experience across corporate, technical, operational, professional, and early career hiring. Manages **full cycle recruiting** from sourcing strategy and candidate evaluation through stakeholder recommendations, documentation, and offer coordination. Partners with HR and **business leaders** on workforce priorities, talent availability, market conditions, interview design, and practical hiring plans. Builds pipelines through online platforms, **professional associations**, universities, **technical programs**, referrals, job fairs, and targeted outreach. Uses applicant tracking systems, Excel, recruiting reports, and market data to guide sourcing decisions and improve requisition movement. Trains hiring managers on documentation, candidate dispositions, confidentiality, and compliant selection practices. Maintains accurate records across federal, state, and local hiring requirements while managing competing priorities independently and supporting clear candidate communication.

EXPERIENCE

Senior Recruiter

Redwood Mobility Group 📅 January 2025 - Present 📍 Dallas, Texas

Leads **full cycle recruiting** for professional, technical, and corporate hiring while advising business leaders and HR partners. Owns pipeline strategy, candidate assessment, manager training, recruiting compliance, and recommendations for event, technology, vendor, and budget decisions.

- Translated workforce plans into sourcing strategies across simultaneous professional and technical **requisitions**.
- Used pipeline data and market observations to guide candidate quality and interview decisions.
- Built specialized pipelines through platforms, associations, **universities**, referrals, and **technical programs**.
- Reviewed applicant tracking records and dispositions for complete, compliant hiring documentation.
- Trained hiring managers on workflows, **interview** records, **confidentiality**, and selection practices.
- Compared hiring demand and channel results when recommending event, tool, and vendor spending.

Recruiter II

Prairie Star Logistics 📅 June 2023 - December 2024 📍 Fort Worth, Texas

Managed recruiting for experienced professionals and new graduates across operations, customer support, technology, and shared services. Combined structured evaluation, university outreach, recruiting analytics, confidential recordkeeping, and stakeholder communication across varied hiring priorities.

- Recruited professionals and graduates across operations, support, technology, and shared services roles.
- Clarified role requirements with hiring leaders and shaped plans around market availability.
- Applied structured screening criteria and documented evidence before presenting candidate recommendations.
- Expanded university and association sourcing through **campus events** and targeted outreach.
- Used **Excel** and tracking reports to identify pipeline movement and aging requisitions.
- Maintained confidential records and dispositions while supporting employment practice compliance.

Corporate Recruiter

Canyon Ridge Staffing 📅 September 2021 - May 2023 📍 Plano, Texas

Delivered recruiting services for corporate clients across administrative, professional, and technical searches. Managed distinct client expectations through advertising, sourcing, structured interviews, shortlists, tracking records, inquiry response, event planning, and vendor analysis.

- Managed concurrent client searches with distinct skill, timing, and stakeholder requirements.

Job Fairs Recruiting Analytics

Trend Identification

Microsoft Office

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Recruiter at Redwood Mobility Group (1.7 Years)

● Recruiter II at Prairie Star Logistics (1.5 Years)

● Corporate Recruiter at Canyon Ridge Staffing (1.7 Years)

● Recruiting Coordinator at Blue Mesa Workforce Solutions (10 Months)

- Created **job advertisements** and sourcing campaigns for online platforms and professional networks.
- Adjusted search messaging after reviewing applicant quality against documented client requirements.
- Conducted structured interviews and prepared evidence based shortlists for client review.
- Maintained traceable applicant records, **interview** notes, status changes, and dispositions.
- Gathered event and vendor costs before recommending options for expected hiring volume.

Recruiting Coordinator

Blue Mesa Workforce Solutions 📅 October 2020 - August 2021 📍 Arlington, Texas

Supported supervised recruiting operations for professional and early career searches. Organized candidate pipelines, interviews, records, advertisements, event logistics, reporting materials, and hiring team communication while building practical experience with compliant staffing processes.

- Organized candidate pipelines, interviews, records, and hiring communications across active requisitions.
- Screened applications against documented qualifications and escalated nuanced questions to senior recruiters.
- Posted approved advertisements across online channels and university resources.
- Prepared Excel trackers and **Microsoft Office** materials for recruiting updates and events.
- Coordinated job fair schedules, materials, candidate follow up, and internal communications.
- Maintained confidential files while learning disposition and employment practice requirements.

PROJECTS

University Recruiting Channel Review 📅 2024

Reviewed campus sourcing activity, event participation, pipeline movement, and candidate trends to inform outreach priorities for recurring early career hiring.

Applicant Tracking Documentation Review 📅 2023

Audited candidate records, interview notes, dispositions, and status changes, helping improve documentation quality and readiness for compliance review.

LEADERSHIP & AWARDS

- Recognized by hiring leaders for clear candidate recommendations and practical recruiting guidance.
- Selected to train hiring managers on applicant tracking workflows and compliant documentation.
- Trusted with confidential requisitions, candidate records, stakeholder communication, and competing priorities.

EDUCATION

Bachelor's Degree in Human Resource Management

University of North Texas 🎓 GPA: 4.0 📅 2020 📍 Denton, Texas

Coursework: *Recruiting strategy, employment law, organizational behavior, workforce planning*

CERTIFICATIONS

- SHRM Certified Professional 📅 2024
- Professional in Human Resources 📅 2023

TECHNICAL SKILLS

- **Applicant Tracking Systems:** Candidate records, candidate dispositions, requisition workflows
- **Microsoft Office:** Excel, Word, Outlook
- **Recruiting Analytics:** Pipeline reports, source analysis, trend identification
- **Sourcing Platforms:** Online recruiting platforms, professional networks, targeted outreach
- **University Recruiting:** Campus events, technical programs, university resources
- **Interview Operations:** Structured interviews, screening criteria, interview documentation
- **Compliance Records:** Federal hiring laws, state hiring laws, local hiring laws

- **Recruiting Communications:** Job advertisements, candidate inquiries, agency inquiries
- **Budget Planning:** Job fair budgets, technology tools, vendor fees
- **Staffing Practices:** Full cycle recruiting, workforce planning, talent pipelines

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management, professional recruiting and human resources affiliation.
- National Association of Colleges and Employers, university recruiting and early career affiliation.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST