

# Jordan Newton

## Senior Talent Acquisition Partner, Semiconductor Manufacturing

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### STRENGTHS

- 👥 **Manager Partnership**  
Structured intake conversations clarified essential skills and hiring priorities, helping managers make cleaner decisions. Colleagues sought this perspective on difficult searches.
- ♥️ **Candidate Care**  
Clear updates kept candidates engaged through interviews, offers, and start dates. Feedback often revealed concerns early enough for thoughtful follow up.
- ♥️ **Pipeline Analysis**  
Stage conversion and requisition aging reviews exposed stalled work, giving teams a practical route toward faster decisions and steadier delivery.
- 🔍 **Technical Sourcing**  
Targeted outreach connected specialist engineers and equipment professionals with relevant roles. Passive candidates responded well to specific, informed conversations.
- 🔧 **Vendor Coordination**  
Clear expectations and timely feedback improved referral quality. External partners became useful extensions of recruiting coverage for difficult manufacturing searches.

### SKILLS

Talent Acquisition   Sourcing  
Full Cycle Recruiting  
Semiconductor Recruiting  
Photonics Recruiting  
Fab Manufacturing   Direct Labor  
Indirect Labor   Workday Recruiting  
LinkedIn Recruiter   Interviewing

### SUMMARY

Senior talent acquisition partner with nine years supporting semiconductor, photonics, fabrication, and advanced manufacturing organizations across Direct Labor and Indirect Labor hiring. Full cycle recruiting experience covers intake, sourcing, screening, interview planning, offers, **candidate engagement, hiring manager communication**, and start date conversion. Recruits manufacturing operators, technicians, equipment maintenance professionals, process engineers, quality specialists, and operational leaders. Advises managers on **transferable experience**, talent availability, compensation expectations, job descriptions, and hiring priorities. Uses Workday Recruiting and LinkedIn Recruiter to manage requisitions, candidate stages, offers, reporting, and targeted outreach. Analyzes pipeline health, stage conversion, requisition aging, sourcing results, and offer acceptance while keeping candidates and stakeholders informed. Collaborative work with **global talent acquisition** teams and vendors has improved hiring consistency across fast moving manufacturing environments.

### EXPERIENCE

#### Senior Talent Acquisition Partner, Semiconductor Manufacturing

Quantum Ridge Microelectronics 📅 February 2022 - Present 📍 Santa Clara, CA

Leads full cycle talent acquisition for semiconductor and advanced manufacturing teams, balancing high volume Direct Labor hiring with specialist Indirect Labor searches. Partners with hiring leaders, global talent acquisition colleagues, and vendors on priorities, market conditions, candidate quality, and delivery decisions.

- Built **Workday Recruiting** pipelines for fab operators and technicians, improving manager visibility across active requisitions.
- Mapped passive **process engineering** talent through **LinkedIn Recruiter**, creating qualified slates for specialist searches.
- Led structured intake meetings, clarifying transferable skills and **interview plans** before sourcing began.
- Reviewed **stage conversion** and **requisition aging**, helping managers remove bottlenecks from priority hiring.
- Coordinated interviews, offers, and start dates, keeping candidates informed through each transition.
- Shared compensation intelligence with hiring leaders, supporting practical offers in competitive semiconductor markets.

#### Talent Acquisition Partner, Photonics Manufacturing

PhotonCore Systems 📅 June 2019 - January 2022 📍 San Jose, CA

Managed recruiting delivery for photonics, fabrication, equipment, quality, and **manufacturing operations** groups. Combined proactive sourcing with careful candidate communication, accurate system records, and practical consultation for managers handling varied technical and production hiring needs.

- Created **targeted outreach** for **photonics** engineers, increasing response quality across passive candidate conversations.
- Used Workday Recruiting stages and reports to keep requisition records accurate for weekly reviews.
- Translated manager requirements into clear **job descriptions**, attracting candidates with relevant manufacturing experience.
- Coordinated panel interviews across engineering and operations, reducing scheduling friction for candidates and teams.
- Managed vendor referrals for hard to fill roles, strengthening coverage beyond direct **sourcing** channels.

Vendor Management

Job Descriptions Pipeline Health

Market Intelligence

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



- Senior Talent Acquisition Partner, Semiconductor Manufacturing at Quantum Ridge Microelectronics (4.7 Years)
- Talent Acquisition Partner, Photonics Manufacturing at PhotonCore Systems (2.6 Years)
- Recruiter, Semiconductor Fabrication at Pacific Fab Solutions (1.8 Years)
- Recruiting Coordinator, Advanced Manufacturing at Cobalt Manufacturing Services (2 Years)

- Captured market feedback on **talent availability**, guiding realistic search strategies for hiring leaders.

### Recruiter, Semiconductor Fabrication

Pacific Fab Solutions 📅 August 2017 - May 2019 📍 Milpitas, CA

Supported **semiconductor** fabrication recruiting across production, maintenance, process engineering, and quality functions. Managed candidate movement from sourcing through interviews and offers while building reliable communication rhythms with hiring managers and operational partners.

- Sourced fabrication operators through **referrals** and targeted outreach, building steady candidate flow for **production** openings.
- Screened **equipment maintenance** candidates against documented requirements, improving alignment before technical interviews.
- Tracked **offer acceptance** and candidate feedback, surfacing concerns that could delay hiring decisions.
- Maintained timely **Workday Recruiting** updates, giving stakeholders dependable requisition and candidate status.
- Partnered with supervisors on interview questions, creating consistent evaluation across manufacturing hiring panels.
- Shared candidate market observations with recruiting peers, shaping outreach for difficult fabrication searches.

### Recruiting Coordinator, Advanced Manufacturing

Cobalt Manufacturing Services 📅 July 2015 - July 2017 📍 Fremont, CA

Coordinated recruiting operations for advanced manufacturing teams, supporting interview logistics, candidate records, **hiring manager communication**, and start date preparation. Built an early foundation in semiconductor recruiting, process discipline, and candidate service.

- Scheduled interviews for operators and technicians, keeping candidates and interviewers aligned on next steps.
- Updated recruiting records after **screening** activity, giving recruiters clean information for follow up.
- Supported offer preparation and start date tracking, reducing avoidable handoff issues during onboarding.
- Collected manager feedback after interviews, helping recruiters make timely candidate communication decisions.
- Organized referral and vendor submissions, expanding candidate coverage for recurring manufacturing needs.
- Documented recruiting workflows, giving teammates a clearer reference for daily coordination tasks.

## PROJECTS

### Fab Talent Pipeline Renewal 📅 2025

Small improvements change who gets seen. Rebuilt a proactive pipeline approach for fabrication, equipment maintenance, and process engineering searches using market mapping, LinkedIn Recruiter, referrals, and candidate follow up. Results supported more focused intake conversations and stronger search planning.

### Recruiting Analytics Review 📅 2024

A pipeline tells a story before a hiring report does. Created a recurring review of stage conversion, requisition aging, sourcing effectiveness, and offer acceptance. Findings helped recruiting partners focus manager conversations on stalled decisions and candidate experience.

## LEADERSHIP & AWARDS

- Recognized by recruiting leadership for dependable support across semiconductor manufacturing hiring priorities.
- Selected as a facilitator for Manufacturing Hiring Interviewer Training Program sessions.
- Invited to contribute recruiting analytics practices within a Bay Area talent peer network.

## EDUCATION

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### Associate of Science in Business Administration

De Anza College 🎓 GPA: 3.5 📅 2015 📍 Cupertino, CA

**Coursework:** *Recruiting fundamentals, business communication, organizational behavior, management principles*

## CERTIFICATIONS

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- LinkedIn Recruiter Professional Development 📅 2024
- Workday Recruiting Advanced User Training 📅 2025

## TECHNICAL SKILLS

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- **Recruiting Platforms:** Workday Recruiting, LinkedIn Recruiter, applicant tracking systems
- **Sourcing Methods:** Targeted outreach, referrals, passive candidate sourcing
- **Recruiting Operations:** Intake meetings, screening, interview coordination
- **Talent Analytics:** Pipeline health, stage conversion, requisition aging
- **Offer Management:** Offers, compensation expectations, offer acceptance
- **Manufacturing Recruiting:** Direct Labor, Indirect Labor, production hiring
- **Semiconductor Hiring:** Fab manufacturing, photonics, semiconductor recruiting
- **Technical Recruiting:** Process engineering, equipment maintenance, quality engineering
- **Stakeholder Tools:** Job descriptions, interview plans, hiring priorities
- **Partner Management:** Vendor management, market intelligence, global talent acquisition

## PROFESSIONAL AFFILIATIONS

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- Bay Area Talent Acquisition Peer Network, Recruiting Analytics Contributor
- Manufacturing Hiring Interviewer Training Program, Facilitator

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST