

Amelia Sherman

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SUMMARY

Talent acquisition specialist with four years of **full cycle recruiting** experience across campus programs, **early career sales** hiring, and corporate recruitment. Builds university relationships, **warm talent pipelines**, and organized hiring programs for **sales development representatives**, associate account executives, new graduate trainees, and business support roles. Manages requisitions from intake through sourcing, structured assessment, interviews, offers, and onboarding handoff. Partners with Sales leaders, hiring managers, HR, Marketing, and talent acquisition leadership to improve candidate experience and hiring consistency. Uses LinkedIn Recruiter, ATS workflows, job boards, referrals, applicant flow, conversion, time to fill, and pipeline diversity data to guide decisions. Comfortable presenting at career fairs, information sessions, and collegiate competitions while balancing multiple requisitions, events, reporting deadlines, and approximately 30% travel.

EXPERIENCE

Talent Acquisition Specialist, Early Career Sales Recruiting January 2025 - Present
Lakeshore Talent Partners *Madison, WI*

- Owns full cycle recruiting for early career sales and selected corporate openings, connecting manager intake, sourcing plans, structured assessment, interview coordination, offers, and onboarding handoffs. Maintains university partnerships and talent communities while advising hiring managers on consistent evaluation, candidate experience, ATS accuracy, recruiting metrics, and shifting capacity needs.
- Built repeat university partnerships that refreshed sales development pipelines for new graduate hiring needs.
 - Converted career fair conversations into organized ATS talent communities through timely screening and follow up.
 - Used **LinkedIn Recruiter**, **job boards**, referrals, and campus contacts for targeted candidate sourcing.
 - Evaluated communication, coachability, **sales aptitude**, and role alignment through structured candidate screens.
 - Prepared **interview panels** with consistent questions and evaluation criteria for stronger hiring decisions.
 - Reviewed applicant flow, conversion, **time to fill**, **pipeline diversity**, and capacity with talent leadership.

Recruiter, Commercial and Campus Hiring July 2023 - December 2024
Summit Commercial Services *Green Bay, WI*

- Managed requisition to offer recruiting across sales, customer support, operations, and administrative hiring. Built reusable entry level pipelines, coordinated regional college outreach, supported **hiring managers**, maintained disciplined ATS records, and partnered with HR and internal communications on consistent **campus** materials and candidate messaging.
- Balanced concurrent sales, support, operations, and administrative searches across varied hiring manager needs.
 - Built reusable entry level pipelines through **LinkedIn Recruiter**, referrals, **job boards**, and targeted outreach.
 - Conducted structured screens assessing **communication**, motivation, competencies, and practical candidate availability.
 - Coordinated regional college outreach, career center contacts, event schedules, and hiring manager participation.
 - Maintained candidate stages, interview notes, dispositions, and requisition details in **ATS** records.
 - Produced status reports that clarified pipeline gaps, next actions, and recruiting priorities.

Recruiting Coordinator, Entry Level Programs October 2022 - June 2023
Northfield Business Group *Appleton, WI*

- Supported supervised recruiting operations for entry level sales and business operations positions. Coordinated interviews, candidate communication, campus events, ATS updates, weekly pipeline tracking, and hiring manager handoffs while developing practical experience with **sourcing**, assessment preparation, and early career candidate engagement.
- Scheduled interviews and maintained timely communication across active entry level requisitions.
 - Sourced early career prospects through university boards, **LinkedIn** searches, referrals, and student contacts.
 - Prepared candidate profiles highlighting communication, **coachability**, relevant experience, and customer facing interest.
 - Coordinated virtual and in person **interview panels** through clear candidate logistics and follow up.
 - Updated ATS records and pipeline trackers, surfacing aging candidates and scheduling bottlenecks.
 - Supported **career fairs** and **information sessions**, converting student conversations into active candidate records.

PROJECTS

University Sales Talent Pipeline Program 📅 2025
Created a repeatable campus engagement program linking career centers, business programs, and student sales organizations with early career sales hiring. Improved follow up discipline and preserved warm prospects for future requisitions.

Structured Sales Interview Program 📅 2024
Organized consistent screening and interview materials for entry level sales hiring. Helped hiring managers assess communication, coachability, sales aptitude, and role alignment through clearer evaluation practices.

LEADERSHIP & AWARDS

- Recognized by talent leadership for dependable campus recruiting coordination and accurate pipeline reporting.
- Selected to represent recruiting teams at career fairs, information sessions, and collegiate sales events.
- Trusted by hiring managers to prepare structured interview panels and candidate evaluation guidance.

EDUCATION

Bachelor's Degree in Human Resource Management
University of Wisconsin Oshkosh GPA: 3.5
Coursework: Recruiting, Human Resources Management, Business Communication, Organizational Behavior

2022
Oshkosh, WI

CERTIFICATIONS

- LinkedIn Recruiter Skills Certificate 2024
- Recruiting Metrics and Reporting Certificate 2024

TECHNICAL SKILLS

- **Applicant Tracking Systems:** Jobvite, ATS workflows, requisition records
- **Sourcing Platforms:** LinkedIn Recruiter, LinkedIn Hiring Assistant, job boards
- **Campus Recruiting:** Career centers, student organizations, university partnerships
- **Candidate Assessment:** Structured interviews, sales aptitude, coachability
- **Recruiting Metrics:** Applicant flow, conversion, time to fill
- **Pipeline Reporting:** Pipeline diversity, status reports, capacity tracking
- **Recruiting Channels:** Employee referrals, campus partnerships, targeted outreach
- **Interview Coordination:** Interview panels, evaluation criteria, interview scheduling
- **Employer Branding:** Recruiting materials, social content, campus collateral
- **Early Career Programs:** Internship programs, new graduate programs, sales development

SKILLS

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|---------------------------|---------------------------|------------------------|----------------------|
| • Full Cycle Recruiting | • University Relations | • Candidate Assessment | • Applicant Flow |
| • Campus Recruiting | • Career Fairs | • Candidate Experience | • Conversion Metrics |
| • Early Career Recruiting | • Candidate Sourcing | • Offer Management | • Time to Fill |
| • Sales Recruiting | • Structured Interviewing | • Talent Pipelines | |

PROFESSIONAL AFFILIATIONS

- University career center and business program recruiting partnerships across Wisconsin.
- Student sales organization outreach supporting early career commercial talent pipelines.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST