

Sadie Scott

Talent Acquisition Specialist, Campus and Early Career Recruiting

📞 (813) 555-6724 ✉️ sadie.scott@example.com

🌐 [linkedin.com/example/sadiescott](https://www.linkedin.com/example/sadiescott) 📍 Tampa, FL 33609

STRENGTHS

- 🏢 **University relationship building**
Career center contacts became dependable sourcing channels, and follow up kept student talent communities warm between openings.
- 💬 **Candidate communication**
Clear updates and practical guidance helped candidates stay informed from first outreach through offer and onboarding handoff.
- ✅ **Structured assessment**
Interview panels used focused competencies, giving hiring managers stronger evidence on communication, coachability, and sales aptitude.
- ♥️ **Recruiting analytics**
Pipeline reviews became easier to act on through accurate applicant flow, conversion, time to fill, and diversity reporting.
- 👥 **Campus event presence**
Career fairs and student competitions created genuine conversations with emerging sales talent and strengthened employer visibility.

SKILLS

- Full cycle recruiting
- Campus recruiting
- Early career sales
- University relations Talent sourcing
- LinkedIn Recruiter
- ATS administration
- Structured interviewing
- Candidate assessment
- Employer branding Career fairs
- Offer management
- Candidate experience

SUMMARY

Talent Acquisition Specialist with three years of **full cycle recruiting** experience across campus, early career sales, and cross functional hiring. Builds lasting university relationships with career centers, business programs, and **student sales organizations**, then turns those connections into warm pipelines for **sales development representatives, account executive associates**, interns, and new graduate trainees. Manages requisitions from intake and sourcing through structured interviews, offers, and onboarding handoff. Uses LinkedIn Recruiter, job boards, referrals, ATS administration, applicant flow reporting, conversion metrics, time to fill, and pipeline diversity data to guide hiring decisions. Partners with hiring managers, HR, and Marketing on assessment quality, event strategy, and employer brand materials. Creates responsive candidate experiences that support fair evaluation and sustained hiring readiness across changing business needs.

EXPERIENCE

Talent Acquisition Specialist, Early Career Sales Recruiting

BrightPath Workforce Solutions 📅 January 2025 - Present 📍 Tampa, FL

- Owns full cycle recruiting for early career sales and selected corporate openings, supporting hiring manager intake, university sourcing, structured assessment, offers, onboarding transition, ATS accuracy, and regional campus engagement.
- Managed sales requisitions from hiring intake through accepted offers and **onboarding handoff**.
 - Built **university partnerships** with career centers, **business programs**, and student sales organizations.
 - Reengaged warm talent communities through LinkedIn Recruiter, referrals, job boards, and campus outreach.
 - Guided structured panels assessing communication, sales aptitude, coachability, and cultural fit.
 - Produced applicant flow, conversion, **time to fill**, and pipeline diversity reports for talent leaders.
 - Represented employers at career fairs, **information sessions**, and **collegiate sales competitions** across Florida.

Recruiting Coordinator, Campus and Cross Functional Hiring

Suncoast Business Services 📅 October 2023 - December 2024 📍 St. Petersburg, FL

- Supported recruiting across sales, customer success, operations, and administrative functions, coordinating campus outreach, candidate assessment, interview logistics, ATS records, hiring communications, and seasonal pipeline reviews.
- Coordinated sourcing, **screening, interviews**, offers, and onboarding handoffs across concurrent requisitions.
 - Created campus contact lists and event calendars for nearby colleges and student organizations.
 - Prepared evidence based candidate summaries for **hiring managers** evaluating early career applicants.
 - Resolved incomplete **ATS** stages, feedback, and requisition records before weekly pipeline reviews.
 - Developed recruiting presentations, email campaigns, and event collateral with **HR and Marketing**.
 - Maintained timely candidate updates during seasonal hiring increases and shifting interview schedules.

PROJECTS

University Sales Talent Pipeline 📅 2025

Created a repeatable campus outreach process connecting career services, business programs, and student sales groups with early career hiring needs.

Structured Candidate Assessment Program 📅 2024

Talent communities

Pipeline reporting

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Talent Acquisition Specialist, Early Career Sales Recruiting at BrightPath Workforce Solutions (1.8 Years)

● Recruiting Coordinator, Campus and Cross Functional Hiring at Suncoast Business Services (1.2 Years)

Supported consistent screening through competency focused summaries, interview coordination, and clear feedback practices for sales and cross functional roles.

LEADERSHIP & AWARDS

- Recognized by talent leadership for dependable ATS reporting and accurate weekly pipeline reviews.
- Selected to represent recruiting teams at regional career fairs and collegiate sales events.
- Trusted by hiring managers to guide structured assessment discussions for early career candidates.

EDUCATION

Bachelor's Degree in Human Resource Management

University of South Florida 🎓 GPA: 0 📅 2023 📍 Tampa, FL

Coursework: Recruiting strategy, organizational behavior, employment law, human resource management

CERTIFICATIONS

- LinkedIn Recruiter Learning Certificate 📅 2024
- Talent Sourcing Foundations 📅 2025

TECHNICAL SKILLS

- **Applicant Tracking Systems:** Jobvite, ATS administration, requisition records
- **Recruiting Platforms:** LinkedIn Recruiter, LinkedIn Hiring Assistant, job boards
- **Sourcing Channels:** University partnerships, employee referrals, student organizations
- **Interview Methods:** Structured interviews, competency screening, panel interviews
- **Recruiting Metrics:** Applicant flow, conversion metrics, time to fill
- **Pipeline Reporting:** Pipeline diversity, hiring reports, recruiting health
- **Campus Engagement:** Career fairs, information sessions, sales competitions
- **Talent Programs:** Internship programs, graduate programs, sales development programs
- **Recruiting Communications:** Candidate outreach, status updates, offer communication
- **Employer Branding:** Recruiting presentations, social content, event collateral
- **Stakeholder Systems:** Hiring manager intake, HR partnership, Marketing partnership

PROFESSIONAL AFFILIATIONS

- University career services and business program partner network across Florida.
- Student sales organization outreach network supporting early career talent communities.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST