

# TALIA VARELI

## SUMMARY

- Graduated *cum laude* while working and attending school full-time.
- Promoted twice for recognizing and fixing broken or ineffective processes.
- Saved company thousands of dollars monthly by researching, streamlining, and improving hiring methods.
- Trained C-level executives to entry-level employees on new recruiting metrics, technologies, and methods, after identifying, analyzing, and piloting each.

## EDUCATION

B. S. in Behavioral Science, *cum laude*  
Brigham Young University | 2015

### RELEVANT COURSEWORK

Statistics • Behavioral Science Statistics  
Employee Motivation and Satisfaction  
Business Psychology • Business Ethics

## SKILLS

HireVue   
Microsoft Office   
Adobe Suite   
Taleo 

## CONTACT

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 Seattle, WA

# CORPORATE RECRUITER

## EXPERIENCE

### TRIOLOGY | SALT LAKE CITY, UT

2013 – 2016

*Comprehensive property management PaaS software provider, serving more than 20,000 apartment communities nationwide.*

### CORPORATE RECRUITER

JANUARY 2015 – JANUARY 2016

Promoted to improve process inefficiencies and lead corporate recruiting efforts for difficult-to-fill positions. Sourced candidates for 100+ open positions monthly ranging from entry level to vice president in SEO / marketing, software development, and call center.

- **Reduced hiring cycle by 6-8 weeks and improved candidate pool** through pilot and introduction of HireVue, a digital interviewing platform providing better insight into cultural fit and qualifications; requested by executive management to train and implement throughout company.
- **Saved company \$1000s by revamping employee referral program and college recruiting efforts** after discovering 40+% of hires came from employee referrals while only 10% came from monthly recruiting events.
- **Turned around poor working relationships** between hiring managers and recruiting department by initiating proactive communication process and co-developing effective recruiting strategies.
- **Initiated, developed, implemented, and trained new recruiting metrics for entire company**, resulting in request from C-level executives and hiring managers to present at monthly board meetings.
- **Introduced high-level reports** showing decision makers for 1st time:
  - Process flow and lead times for sourcing positions.
  - Cost-savings benefits of implementing new interview methodology.
  - ROI of hiring additional recruiters to reduce time-to-hire.

### RECRUITER

OCTOBER 2013 – JANUARY 2015

Rapidly promoted to recruiter position to improve call center hiring and coordinate hiring events. Hired up to 50 employees each month for high-volume call center.

- **Reduced time-to-hire from 1.5 months to 1.5 weeks** by researching and implementing new call center hiring methods.
- **Streamlined application process**, reducing hiring time by 3 weeks.
- **Reduced wait time** from time of application to company response from an average of 1 week and 5-step process to 3 days and 2-step process.
- **Started new communication process** with recruiting event leads, after discovering process was non-existent.
- **Managed budget and coordination of all annual college recruiting events**, hosting up to 250 attendees each. Events included entertainment, advertising, vendors, and interviews.

## **Explanation**

Talia came to me after she graduated from college and after she completed a 4-month mission in Africa. She moved back home to a small town outside of Seattle. She had 2 target companies on her list—Amazon and Microsoft. She enjoyed recruiting, but she mostly enjoyed fixing broken processes. She was looking for a job where she could continue to do both or just fix problems. She also really enjoyed working on college campuses. Although it was minimal at her current job, I made sure we included a couple of things she led with college recruiting.

I focused the bulk of her accomplishments on her ability to quickly assess problem areas, pitch solutions to management, get the green light to implement her ideas and to track/prove her successes. Knowing that both of these companies value ambition and hard work (long hours), it was important to stress that she is used to and thrives in this environment—working and going to school full-time simultaneously and graduating *cum laude*.

Talia received great offers as a university recruiter from both companies within 2 weeks after she shared her resume with them: one starting her out at \$40K and the other at \$82K plus bonus. She accepted the \$82K offer. :-)