



# Devon Young

IT Recruiter

## PERSONAL INFORMATION



(123) 456-7890



email@example.com



City, ST

## KEY SKILLS

- ATS and customer relationship management (CRM) tools (Lever, Jobvite)
- Boolean search and sourcing techniques
- Contract and full-time IT hiring
- IT and engineering recruiting
- Technical screening and assessment

## EDUCATION

- Bachelor of Science in Information Systems  
University of California, Berkeley

## ABOUT ME

### Results-driven IT recruiter with expertise in tech hiring

Technical recruiter with six years of experience sourcing, screening, and placing IT professionals in Fortune 500 companies and startups.

## PROFESSIONAL EXPERIENCE

### IT RECRUITER | XYZ TECH STAFFING | CITY, ST JUNE 2020 - PRESENT

- Filled 150+ IT roles, including software engineers, data analysts, and network administrators
- Partners with hiring managers to refine job descriptions and improve candidate targeting
- Implemented a referral program that increased high-quality hires by 40%

### TALENT ACQUISITION SPECIALIST | ABC CONSULTING | CITY, ST APRIL 2017 - JUNE 2020

- Conducted technical screenings and ensured candidates met skill requirements
- Sourced passive candidates using LinkedIn Recruiter and GitHub, increasing talent pool diversity
- Reduced time-to-hire by 30% through process optimization