

SKILLS

- Sourcing Sites: Dice, Monster, Career Builder, LinkedIn, Indeed, HireZ, Handshake, LinkedIn Recruiter (expert)
- Sourcing Skills: Diversity Sourcing, Expert Boolean Builder, Pipelining
- ATS/CRM: Bullhorn, Erecruit, Beamery, iCIMS, Salesforce
- Proficient in Microsoft Excel, Word, PowerPoint, Teams
- Google: Docs, Slides, Sheets
- Adobe Photoshop, Illustrator, and InDesign
- Data Visualization & Analysis

PROFESSIONAL EXPERIENCE

AMAZON WEB SERVICES

Technology Sourcing Recruiter

Nov 2021 – Present

- Collaborated with and lead recruiting partners to push candidates through the end to end full lifecycle recruiting processes providing an average of 1600 leads and 6 hires monthly.
- Partnered with Amazon Student Programs, AWS hiring teams, and other stakeholders to expand and refine sourcing, assessments, and closing approaches specific to early career talent
- Mentored new hires, interns, and experienced teammates with sourcing strategy, CRM/ATS management, and organizational tips, leveraging internal Amazon tools
- Developed SOPs for technical candidate readiness resulting in improved pass rate by 8% quarterly
- Sourced and pipelined autonomously for over 140 requisitions at one time with an average of 60-80 reach outs per day across various technical profiles (i.e. Software Development Engineers and Data Engineers)
- Collaborated with recruiting coordinators, full life cycle recruiters, and managers to push candidates through the full lifecycle recruiting processes at a high volume of 1600 leads and 6 hires monthly while prioritizing customer obsession.
- Completed several data entry projects for business analysis and building future candidate pools
- Specialized in diversity hiring, military, and early career talent, managed registration for 2 recruiting events monthly marketed and sourced for over 400 attendees per event

Relevant Projects:

Native American Sourcing - Independent project focused on improving Native American research, specifically, boolean strings that elevate sourcing efforts. Discovered government website with hundreds of Native American school districts that were added to

our team's universal diversity sourcing resources document.

Indigenous Languages - Worked with teammate to research and implement strategies on diverse recruitment with emphasis on indigenous languages. Added over 120 languages to our universal diversity resources document.

Candidate Preparation - Collaborated to design and implement SOPs focused on candidate preparation resulting in a 8% quarterly improvement

Recruiting/Networking Events - Managed registration and helped coordinate for 1-2 diversity recruiting/networking events monthly. Marketed and sourced for over 400 attendees per event.

Rewards & Recognitions Program - collaborated with team members to create program that rewards recruiters for outstanding achievement focused specifically on diversity recruiting. Recruiters are judged by specific criteria that are evaluated by managers quarterly and rewarded for their hard work through various recognitions, prizes, and phone tool accessories.

ECT Tenets Project - Worked closely with teammates to recreate the Tenets that best conceptualized the mission of the ECT team. We refined these Tenets multiple times per week and ultimately presented them to senior leadership for approval. *Tenets are carefully articulated principles for business that guides teams, stakeholders, and senior leaders to align how a team operates and provides value.*

RESUME OF HARLEY ZELDES

TEKPARTNERS

IT Recruiter

Apr 2021 – Nov 2021

- Sourced and screened various IT professionals from Project Managers, UX / UI Design, QA Specialists, Analysts, Solution Architects, Software Engineers, (etc...) for global enterprise clients
- Utilized various recruiting tools and platforms to optimize talent acquisition and maintain status on weekly KPI leaderboard
- Established relationships and collaborated with prospects, 3rd party vendors, and client Account Managers to strategize and deliver successful placements
- Responsible for documenting candidate activity, presentation, and candidate or client interviews in ATS (eRecruit)

HAYES LOCUMS

Physician Recruiter and Sales Consultant

Aug 2019 – Jan 2020

- Collaborated with co-workers and healthcare administration to fill crucial medical staffing needs at nationally acclaimed healthcare facilities
- Achieved salesman of the month honors in October and November 2020
- Received in-depth sales, recruitment, and media training
- Awarded the Hayes Locums “Hayes Hustle” award for outstanding work ethic
- On winning team for the “Hayes Social Media challenge” with over 2,000 views on creative LinkedIn video enrapturing the working environment

COLLEGE CAR WASHERS

Owner/Founder

2014 – 2017

- Founded a car detailing service to raise money for college tuition with tagline “all you need is a hose”
- Cleaned vehicles outside of customer homes
- Marketed through social media, posters, fliers, and word of mouth to increase business
- Networked with various customers and employees who helped make the business profitable 3 years in a row

EDUCATION

UNIVERSITY OF MIAMI — Coral Gables, Florida USA

Bachelor of Arts in Creative Writing - Music Media & Industry Minor

Dec 2019

UNIVERSITAT AUTÓNOMA DE BARCELONA,

Sant Pau & Eixample Campuses, Barcelona, Spain - Study Abroad

Jan 2017 – Apr 2017