

Alonda Pinske

Recruiting Coordinator

Profile

I am a Recruiting Coordinator with over 1 year of experience in the industry. I have gained valuable knowledge and skills in recruiting, sourcing, and screening candidates. I am able to work independently as well as part of a team. I have excellent communication and organizational skills.

Employment History

Recruiting Coordinator at J.P. Morgan, OK

Apr 2022 - Present

- Coordinated and scheduled 30+ interviews per week.
- Reviewed resumes and applications to screen potential candidates.
- Conducted first round phone screens with qualified candidates.
- Presented a pool of the most highly qualified candidates to hiring managers.
- Communicated regularly with hiring managers to keep them updated on the status of their open requisitions.
- Assisted in developing interview questions for each position.

Recruiting Assistant at Goldman Sachs, OK

Jul 2021 - Mar 2022

- Screened 100 resumes per day and identified 10 qualified candidates for each open position.
- Led 3 recruitment events with an average of 30 attendees per event.
- Conducted initial phone interviews with 50% of all candidates.
- Wrote 5 blog posts on recruiting tips that received a total of 500 views.
- Created 2 social media campaigns that generated 200 new leads.
- Assisted in the hiring of 15 employees.

Certificates

Recruiting Coordinator Certification

Mar 2021

Recruiting Specialist Certification

Aug 2019

Memberships

American Staffing Association

Society for Human Resource Management

✉ alonda.pinske@gmail.com

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📍 3300 W 7th St, Oklahoma City, OK 73107

Education

High School Diploma at Putnam City High School, Oklahoma City, OK

Sep 2016 - May 2021

I've learned how to effectively communicate with others, how to better manage my time, and how to work independently and as part of a team.

Links

[linkedin.com/in/alondapinske](https://www.linkedin.com/in/alondapinske)

Skills

Recruiting

Coordinating

Scheduling

Interviewing

Hiring

Training

Employee Relations

Languages

English

Portuguese