JULIAN MERCER

RECRUITER

San Francisco, CA | (415) 555-0148 | julian.mercer@email.com | linkedin.com/in/julianmercer

PROFESSIONAL SUMMARY

Recruiter with 6+ years filling corporate, sales, and operations roles for fast-growing employers and staffing clients. Builds trusted hiring-manager relationships, sources beyond job boards, and keeps candidates informed from first call to signed offer.

PROFESSIONAL EXPERIENCE

Senior Recruiter Jan 2022 - Present
Salesforce, Indianapolis, IN

- Own full-cycle recruiting for 35 sales, customer-success, and business-operations roles a year across the Midwest and remote teams.
- Run intake meetings with hiring managers to set scorecards and timelines, cutting average time to fill from 54 days to 41.
- Source passive candidates on LinkedIn and referral networks, producing 48% of hires and lowering agency spend by $210K in two years.
- Screen about 60 candidates a week by phone and guide finalists through panel interviews with clear, timely feedback.
- Negotiate offers with compensation partners, achieving an 88% acceptance rate while staying inside approved pay ranges.
- Track pipeline conversion by stage in Greenhouse and share weekly reports that helped managers drop two low-yield interview steps.

Corporate Recruiter Sep 2019 - Dec 2021
Robert Half, Chicago, IL

- Placed accounting, finance, and administrative talent with 45 client companies, completing 110 placements across three years.
- Built a bench of 300 pre-vetted candidates through weekly outreach, reducing average submission time on new requests to 36 hours.
- Prepared candidates with role briefings and interview coaching, lifting first-interview-to-offer conversion from 22% to 31%.
- Maintained client relationships through weekly pipeline updates, earning repeat business from 80% of accounts.
- Verified references, credentials, and work history before submission, protecting client trust and reducing post-hire issues.

Recruiting Coordinator Jun 2018 - Aug 2019
Kforce, Chicago, IL

- Scheduled more than 1,200 interviews with candidates and hiring managers, keeping confirmations and logistics accurate.
- Posted jobs, screened resumes against requirements, and passed qualified candidates to recruiters within one business day.
- Updated applicant tracking records and offer paperwork, keeping data complete for compliance and weekly reporting.
- Supported two campus recruiting events and followed up with 140 students, contributing nine graduates to the entry-level cohort.

CORE SKILLS

Full-cycle recruiting | Sourcing | Candidate screening | Intake strategy | Offer negotiation | Greenhouse | LinkedIn Recruiter | Interview scorecards | Pipeline reporting | Hiring-manager partnership | Candidate experience | Diversity sourcing | Reference checks | Employer branding

EDUCATION

B.A. in Psychology, Indiana University Bloomington, Bloomington, IN

CERTIFICATIONS

AIRS Certified Internet Recruiter | SHRM Certified Professional (SHRM-CP)