**[Social Media Talent Acquisition](https://www.postjobfree.com/resume/ad2phn/social-media-talent-queens-ny)**

**Location:**Queens, NY

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**Resume:**

AMBREEN IMRAN

Flushing, NY 7187622370 ambreenimran124@gmail.com LinkedIn: https://www.linkedin.com/in/ambreen-imran/ US CITIZEN- Open to Relocate

Professional Summary

As a highly experienced HR professional with a strong background in talent acquisition and recruitment, I have consistently identified, sourced, and selected top talent for a diverse range of technical and non-technical positions. With expertise in all aspects of recruitment, from crafting job descriptions to offer negotiations and onboarding, I have a proven track record of success. I excel in leveraging applicant tracking systems (ATS), job boards, and social media platforms to source and attract exceptional candidates, while building strong relationships with hiring managers and vendors. I am well-versed in developing inclusive job descriptions and ensuring a fair and unbiased recruitment process. My extensive HR and diversity consulting background, coupled with a robust personal network, enables me to attract executive-level candidates. Known for my ability to manage multiple projects simultaneously with precision, I have consistently filled high-volume, critical positions across various industries. Through effective communication and interpersonal skills, I collaborate seamlessly with cross-functional teams and cultivate strong relationships with candidates, hiring managers, and stakeholders. Committed to maintaining the highest quality standards and adhering to company policies and regulations throughout the recruitment process, I am a results- driven recruiter who consistently delivers exceptional talent. Core Skills

• Full Cycle Recruiting

• Offer Negotiations

• Client Relationship Management

• Job Description Creation

• Resume Reviewing & Candidate Interviewing

• Team Collaboration

• Vendor Management

• Candidate Pipeline Management

• Diversity recruitment strategies

• Strong Communication Skills

• Recruiting Strategy Development

• Ability to source, qualify, and hire diverse candidates at the Director level and above.

• Data Analysis and Reporting

Additional Skills:

Employer Branding: Develop and promote the company's image as an employer of choice to attract top talent.

Talent Acquisition Metrics: Proficiency in tracking and analyzing recruitment metrics to improve the efficiency and effectiveness of the hiring process.

Candidate Experience Management: Ensuring a positive candidate experience throughout the recruitment process, regardless of the outcome.

Social Media Recruitment: Leveraging social media platforms for sourcing and engaging potential candidates.

AI and Automation Tools: Familiarity with AI-driven tools and automation software to streamline recruitment tasks.

Global Talent Sourcing & Recruitment: Understanding international labor markets, compliance, and cross-border hiring practices. Ability to source candidates globally, including international networking and market expertise.

Legal Compliance: Keeping up to date with changing labor laws, EEOC regulations, and other legal aspects of recruitment.

Market Research: Staying informed about industry-specific talent trends and competitive intelligence.

Psychometric Assessments: Proficiency in using assessments to evaluate candidates' skills, personality, and cultural fit.

Succession Planning: Developing strategies for identifying and nurturing internal talent for future leadership roles.

HR Technology: Knowledge of HRIS (Human Resources Information Systems) and ATS (Applicant Tracking Systems) for efficient recruitment management.

Inclusive Recruitment: Promoting diversity and inclusion through recruitment practices and mitigating bias in the hiring process.

Candidate Relationship Management (CRM): Utilized CRM software to build and maintain a talent pipeline.

Technical Proficiency: Adapted to the industry, a command of specialized technical skills and terminology pertinent to the positions under my recruitment purview.

Industry-Specific Knowledge: Deep understanding of the specific industry or sectors I recruit for, including trends, competitors, and market dynamics.

Work History

Senior Human Resource Recruiter

MedRite Urgent Care May 2023 - [Present]

• Developed and executed comprehensive talent acquisition strategies to fulfill staffing needs across multiple departments, resulting in the successful recruitment of high-quality candidates.

• Conducted end-to-end recruitment processes for a diverse range of positions, encompassing both clinical and non-clinical roles, ensuring a seamless transition from candidate sourcing to offer negotiation and onboarding.

• Leveraged various sourcing channels, including job boards, social media platforms, professional networks, and Handshake, to attract top-tier candidates, expanding the talent pool significantly.

• Utilized Handshake, a leading college career services platform, to identify and engage with top-tier candidates from universities and colleges across the country.

• Collaborated with university career centers and student organizations to promote employer branding and job postings on Handshake.

• Reviewed resumes conducted thorough phone screenings, and efficiently coordinated interviews with hiring managers to assess candidate qualifications and suitability, maintaining a rigorous selection process.

• Collaborated closely with hiring managers to define job requirements, craft compelling job descriptions, and create engaging job advertisements, enhancing the overall candidate experience.

• Spearheaded the optimization of recruitment processes, resulting in reduced time-to-hire and increased operational efficiency, saving valuable time and resources.

• Actively participated in job fairs, industry conferences, and community events to position MedRite Urgent Care as the employer of choice within the healthcare sector.

• Provided invaluable guidance and support to hiring managers on HR policies, procedures, and legal compliance, fostering a culture of adherence and professionalism.

• Took the lead in negotiating and administering employment offers, including compensation packages, relocation assistance, and contract terms, ensuring competitive and attractive offers.

• Implemented and managed advanced applicant tracking systems (ATS) to streamline recruitment processes, enhance the candidate experience, and track key metrics for continuous improvement.

• Conducted thorough reference checks and background verifications, ensuring the credibility and suitability of candidates for critical positions.

• Assisted in seamless onboarding activities, facilitating a smooth transition for new hires into the organization, positively impacting employee retention.

• Kept abreast of market trends and conducted competitor analysis to adapt recruitment strategies according to industry dynamics.

• Served as a mentor and trainer for junior recruiters, offering guidance on best practices, interview techniques, and innovative sourcing methods, contributing to the growth and development of the team. Notable Successfully Filled Positions Include:

Physicians, Nurse Practitioners (NPs), Physician Assistants (PAs), Registered Nurses (RNs), Licensed Practical Nurses

(LPNs), Medical Assistants (MAs), Radiologic Technologists, Phlebotomists, EKG Technicians, Patient Registration Staff, Medical Billing and Coding Specialists, Medical Scribes, Clinic Managers, Pharmacy Technicians, Case Workers Shift Schedulers, Project Managers, Site Managers, Director of Operations. Yoh Services A Day and Zimmermann 01/2023 to 04/2023 SENIOR TECHNICAL RECRUITER

• Manage full-life recruitment process, including gender-neutral job descriptions, sourcing, screening, and selecting diverse candidates for highly specific positions.

• Utilize various online and offline sources and Boolean searches to develop applicant portfolios for expected openings.

• Utilized cold calling techniques to establish relationships with passive candidates and generate interest in job opportunities.

• Pre-screen resumes and evaluate candidates' knowledge, skills, experience, and cultural fit through inclusive language and techniques.

• Leverage social media platforms and online job boards to advertise open positions and engage with potential diverse candidates.

• Build and maintain relationships with management, sales teams, and clients to understand staffing needs and develop recruitment strategies.

• Conduct interviews, evaluate candidate qualifications, and negotiate job offers.

• Consolidate feedback and generate offer letters for presenting employment offers.

• Manage the recruitment process for clients in healthcare, finance, and technology industries. I have successfully sourced and recruited top-notch candidates for various industries, including but not limited to: Information Technology (IT), Healthcare. Finance and Banking, Manufacturing, Retail, Engineering, Marketing and Advertising, Hospitality and Tourism, Education, Nonprofit JP Morgan Chase 11/2021 to 11/2022

RECRUITING CONSULTANT- ASSOCIATE

• Manage 25-30 job requisitions simultaneously, partnering with departmental managers to determine hiring needs and provide candidate recommendations.

• Conducted proactive recruitment efforts, including cold calling and networking, to identify and engage with potential candidates and utilize LinkedIn Recruiter to source top talent for open positions.

• Leverage Dice, Monster, and Indeed to expand the candidate pool and reach passive candidates.

• Craft inclusive job descriptions and establish a fair, unbiased recruitment process.

• Identify high-caliber candidates through multiple sourcing channels and maintain a healthy pipeline for priority positions.

• Review resumes, conduct phone screens, hold weekly meetings with hiring managers, and present profile summaries.

• Developed and implemented strategies to build a diverse candidate pipeline, resulting in a 20% increase in diversity hires.

• Coordinate team interviews, compile feedback, and draft offer letters and present employment offers.

• Utilize recruitment technology tools such as Boolean search strings, x-ray searches, networking referrals, and social media platforms including Handshake.

• Leveraged Handshake's advanced search and filtering capabilities to identify candidates with specific skills, majors, and career interests, ensuring a targeted recruitment approach.

• Maintain the Applicant Tracking System (ATS) to manage and track candidate information and ensure compliance with policies and regulations.

• Source and qualify candidates, negotiate offers, and close deals to secure top talent.

• Measure performance metrics to drive continuous improvement in sourcing and recruiting processes.

• Incorporate the organization's values and culture into the recruitment process, ensuring that candidates align with the company's mission and contribute to a positive work environment.

• Collaborate with leadership teams and business management to establish comprehensive recruiting strategies.

• Develop and implement recruitment strategies and campaigns to promote inclusion and attract diverse talent.

• Establish and maintain relationships with senior executives and cross-functional teams.

• Actively participated in employer branding initiatives and events to attract top talent and enhance the company's reputation as an employer of choice.

Additional Responsibilities - Immigration Consultant:

• Conducted comprehensive assessments of client eligibility and provided guidance on immigration requirements and documentation.

• Prepared and reviewed immigration forms and supporting documents to ensure accuracy and compliance with regulations.

• Stayed up to date with changes in immigration policies and regulations to provide clients with accurate and timely information.

Training and Mentorship Experience

• Provide training and mentorship to new and junior employees on job drafting, inclusive job descriptions, recruitment technology tools, candidate interviews, and onboarding processes.

• Conduct training sessions on recruitment best practices, ATS usage, job boards, and social media sourcing.

• Guide new employees in developing their recruitment strategies and pipeline management skills.

• Train and mentor junior recruiters, providing support and constructive feedback for their professional growth. Successfully built the teams from scratch and placed MDs, Executive Directors, Vice Presidents, User Experience Researchers, Senior User Experience Designers, UX/UI Designers, Product Designers, Design Strategists, Product Strategists, Design Leads, Product Leads, Lead Researchers, VP Content Strategists, and Associate Content Designers. Yoh Services A Day and Zimmermann Company 04/2019 to 09/2021 SENIOR TECHNICAL RECRUITER

Client- Scotia Bank, Mogan Stanley, American Express, BNY Mellon

• Manage the full life cycle recruitment process, including writing job descriptions, sourcing, screening, and selecting technical candidates for hourly and salaried positions.

• Use Boolean searches to develop applicant portfolios for expected openings.

• Develop relationships with hiring managers and place consultants nationally for direct hire, contract-to-hire, and consulting roles.

• Manage distribution and coverage of job requisitions, averaging 10-30 positions per week.

• Liaise and consult with vendor management teams and client hiring managers to identify needs and develop plans to fill gaps.

• Partner with hiring teams to improve interview ratios, offer ratios, and candidate starts.

• Screen and interview candidates, providing a diverse candidate slate within appropriate timelines.

• Pre-screen resumes prior to sending them to corporate hiring managers for consideration.

• Coordinate interviews, consolidate feedback, and draft offer letters for presentation.

• Manage weekly reports and create ad-hoc reports and visual data to support recruiting goals and strategy.

• Build relationships with other agencies to expedite time to fill and increase hires.

• Work on high-volume recruitment and build networks to find passive and active candidates.

• Drive and maintain candidate pipelines through various attraction sources. Training and Mentorship Experience

• Provide training and mentoring to new and junior employees to ensure their success in the recruitment industry.

• Conduct training sessions on recruiting processes, techniques, and tools to improve team efficiency and effectiveness.

• Train and mentor new and junior employees in the full life cycle recruitment process, including sourcing, screening, selecting candidates, negotiating offers, and facilitating onboarding and placement.

• Organize and run sessions directly with new hire groups to increase the pipeline of potential candidates.

• Provide guidance on candidate evaluation, cultural fit, and establishing relationships with hiring managers and clients.

• Using various recruiting tools: ATS (Bullhorn), LinkedIn recruiter, Career Builder, Dice, and partnering

• with vendors.

• Achieved 400% of RAMP within six months of placement. Successfully placed candidates with top-tier banks, hedge funds, and fintech clients in various roles such as Risk Manager, Risk Management Project Manager, Business Analyst, Application Security Architect, Salesforce Developers, DevOps Cloud Engineer, Java Developer, Project Manager, Network Architect, QA Lead, Data Analyst, SQL DBA, Incident Manager, Solution Architect, and many more. Additionally, I have successfully placed candidates in various financial roles, including Financial Analysts, Tax Analysts, Financial Reporting Managers, Technical Accounting Managers, Director of Financial Reporting, and Financial Consolidation Managers.

Syfter 10/2018 to 03/2019

SENIOR TECHNICAL RECRUITER

• Full cycle Recruiter responsible for identifying, connecting, and guiding each candidate through the hiring process.

• Collaborate with engineering leadership to qualify open positions, define processes, provide updates, and ensure the proper delivery of candidates according to expectations.

• Properly navigate the recruitment process, ensuring thorough preparation for the candidate at each stage of the process while providing a positive experience.

• Coordinate interviews, consolidate feedback, and draft offer letters for presentation.

• Trained and mentored new and junior employees in the full life cycle recruitment process, including sourcing, screening, and selecting candidates, as well as onboarding and placement. Provided guidance on candidate evaluation, cultural fit, and establishing relationships with hiring managers and clients. AimsSoft Consultants Inc 10/2014 to 09/2018

DIRECTOR OF TALENT ACQUISITION

• Developed and executed recruitment strategies to identify and attract top talent.

• Built and maintained client relationships, providing exceptional service and delivering high-quality candidates.

• Managed the recruitment process from start to finish, including sourcing, screening, interviewing, negotiating offers, and ensuring a positive candidate experience.

• Provided leadership and guidance to the team, setting goals, providing feedback, and coaching.

• Tracked and analyzed recruitment metrics, sharing reports and recommendations with stakeholders.

• Developed and implemented recruitment strategies and campaigns to attract diverse candidates.

• Established relationships with senior executives and cross-functional teams.

• Managed and maintained vendor relationships, oversaw requisition review and submittal activity.

• Recruited top talent, negotiated contracts, and managed the budget for recruiting expenses.

• Continuously monitor and evaluate the effectiveness of branding initiatives, adjusting and improvements as necessary to reinforce the company's brand internally and externally.

• Achieved a 30% increase in company revenue in 2016 by signing new clients and successfully filling multiple positions.

HR Business Partner 04/2013 to 09/2014

• Collaborated with senior leadership to develop and implement HR strategies aligned with business goals and objectives.

• Managed employee relations, including conflict resolution, disciplinary actions, and performance improvement plans.

• Led talent acquisition efforts, partnering with hiring managers to identify staffing needs and attract top talent.

• Developed and implemented effective onboarding and orientation programs to ensure a smooth integration of new employees.

• Provided guidance and support to managers and employees on HR policies, procedures, and compliance matters.

• Conducted investigations into employee complaints, ensuring fair and unbiased resolutions.

• Developed and facilitated training programs on various HR topics, including diversity and inclusion, performance management, and leadership development.

• Managed compensation and benefits programs, ensuring competitiveness and compliance with company policies.

• Analyzed HR data and metrics to identify trends and provide recommendations for continuous improvement.

• Collaborated with cross-functional teams to support organizational change initiatives and promote a positive work culture.

• Maintained accurate employee records and HRIS data, ensuring data integrity and confidentiality. XenT IT 02/2012 to 03/2013

HR Generalist

• Supported the HR team in various areas, including recruitment, employee relations, performance management, and HR policy implementation.

• Assisted in talent acquisition processes, including job postings, resume screening, and conducting interviews.

• Facilitated employee onboarding, ensuring a smooth transition and compliance with company policies and procedures.

• Assisted in the development and implementation of HR policies and procedures to ensure compliance with labor laws and best practices.

• Conducted employee orientations and training sessions on HR policies, benefits, and professional development.

• Assisted in managing employee relations issues, including investigations, disciplinary actions, and conflict resolution.

• Supported HR projects and initiatives, such as employee engagement surveys and performance management programs.

• Maintained accurate employee records and HRIS data, ensuring data integrity and confidentiality. Monster.Com (India)

Corporate Relationship Manager 04/2005—06/2010

HDFC BANK (India)

Key Account Manager 7/2003-03/2005

Education

MBA: Human Resource & Marketing, Jamia Hamdard - New, Delhi 2001-2003 Bachelor of Commerce: Finance, Aligarh Muslim University – Aligarh 1997-2000

Certifications

• Diversity Inclusion- Date of Issue May 04, 2023 -Expiry Date- May 04, 2025

• Diversity, Inclusion, and Belonging - Issued Nov 2022-No Expiration Date

• Employee Experience - Issued Nov 2022-No Expiration Date

• How to Leverage References, Recommendations, and Referrals - Issued Nov 2022-No Expiration Date

• Virtual Recruiting - Issued Nov 2022-No Expiration Date

• Recruiting Diverse Talent as a Hiring Manager - Issued Dec 2021-No Expiration Date

• Tech Recruiting Foundations: 5 Waterfall, Agile, and DevOps for Recruiters - Issued Nov 2021-No Expiration Date

• Learning LinkedIn Recruiter - Issued Sep 2021-No Expiration Date.