
DANIEL BROOKS

Corporate Recruiter | Technical & Leadership Hiring, Candidate Experience

Chicago, IL · (312) 555-0164 · daniel.brooks@email.com · linkedin.com/in/danielbrooks-recruiter

SUMMARY

Corporate Recruiter with 3.5 years of experience hiring for finance, technology, and corporate functions at a 3,000-employee company. Closed 160+ hires, reduced agency spend by \$210K, and earned a 4.7/5 candidate experience score. Skilled in sourcing, stakeholder management, interview design, and recruiting analytics.

SKILLS

Recruiting: End-to-End Recruiting, Technical & Executive Search, Behavioral Interview Design, Offer Management, Sourcing Strategy, Workforce Planning Support

Tools & Analytics: Workday Recruiting, iCIMS, LinkedIn Recruiter, SeekOut, Tableau (Basic), Excel (Advanced)

Partnership: Hiring Manager Consulting, Candidate Experience, Onboarding Handoff, Vendor & Agency Management

EXPERIENCE

Corporate Recruiter

Jun 2023 – Present

Lakeshore Financial Group — Chicago, IL

- Recruit for finance, IT, and operations roles, managing 25 requisitions and partnering with 18 hiring managers.
- Closed 100+ hires and reduced agency spend by \$210K by shifting to direct sourcing and referrals.
- Cut time-to-fill from 52 to 34 days by standardizing intake meetings and interview scorecards.
- Raised candidate experience score to 4.7/5 through faster feedback and clear communication.
- Report weekly funnel metrics to HR leadership, improving pass-through from screen to onsite by 18%.

Recruiting Coordinator

Jul 2022 – May 2023

Midwest Consulting Partners — Chicago, IL

- Scheduled 500+ interviews across 12 teams with 99% on-time execution.
- Managed the ATS, job postings, and candidate communications for 15 open roles.
- Organized 4 campus recruiting events yielding 22 intern and graduate hires.

HIGHLIGHTS

Recruiter of the Quarter (Q3 2024); trained 6 hiring managers in structured interviewing; active in SHRM Chicago.

EDUCATION

Bachelor of Arts in Communication

University of Illinois Chicago — Chicago, IL
2022 | GPA 3.5

CERTIFICATIONS

- SHRM-CP
- LinkedIn Recruiter Certified Professional
- Certified Diversity Recruiter — in progress