

Priyanka Shah

Talent Acquisition Specialist | Full-Cycle Recruiting & Employer Branding

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SUMMARY

Talent Acquisition Specialist with 3.5 years of experience in full-cycle recruiting for technology and operations roles. Filled 140+ positions, reduced time-to-fill from 48 to 31 days, and increased offer acceptance to 91%. Skilled in sourcing, structured interviewing, ATS management, and employer branding.

SKILLS

Recruiting: Full-Cycle Recruiting, Boolean Sourcing, Structured Interviews, Offer Negotiation, Campus Recruiting, Pipeline Building, Hiring Manager Partnership
Tools: Greenhouse, Lever, LinkedIn Recruiter, Indeed, Workday Recruiting, Calendly, Excel
Strategy: Employer Branding, DE&I Sourcing, Recruiting Metrics, Job Description Optimization

EXPERIENCE

Talent Acquisition Specialist Jun 2023 – Present
Lonestar Software Solutions — Austin, TX

- Manage 20–25 open requisitions at a time across engineering, product, and sales for a 900-person company.
- Filled 90+ roles and reduced time-to-fill from 48 to 31 days through proactive sourcing and weekly hiring manager syncs.
- Increased offer acceptance rate from 78% to 91% by improving candidate communication and compensation alignment.
- Built a diverse-slate sourcing process that raised underrepresented candidates in final rounds by 28%.
- Launched an employee referral program that generated 22% of hires.

Recruiter Jul 2022 – May 2023
Capital City Staffing — Austin, TX

- Placed 50+ candidates in IT and administrative roles, exceeding quarterly targets by 12%.
- Screened 1,200+ resumes and conducted 400+ phone interviews.
- Posted jobs to 6 boards and managed candidate records in the ATS with 100% data accuracy.

HIGHLIGHTS

Top Recruiter of the Year 2024; speaker at a university career fair series reaching 600+ students.

EDUCATION

Bachelor of Business Administration, Management
University of Texas at Austin — Austin, TX
2022 | GPA 3.5

CERTIFICATIONS

- aPHR (Associate Professional in Human Resources)
- LinkedIn Recruiter Certified Professional
- AIRS Certified Internet Recruiter (CIR) — in progress