

Hannah Mir

Talent Acquisition Specialist

Carrollton, TX 75010

hannahmir209@gmail.com

+1 817 719 5556

Authorized to work in the US for any employer

Work Experience

Talent Acquisition Representative

Publishing Concepts-Remote

July 2023 to January 2024

- Conducted full-cycle recruitment processes, from initial candidate sourcing to final on-boarding.
- Successfully sourced, reviewed resumes, and screened candidates contributing to the recruitment of over 160+ candidates in the year 2023 within a span of 6 months.
- Utilized Paylocity for ATS to track candidate progress, managed interview schedules and candidate status, and maintain accurate records.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Coordinated and executed 1-2 hiring events every month, ensuring a steady flow of candidates for Inside Sales roles.
- Successfully managed full-cycle recruitment processes for hiring classes ranging from 15-30 candidates.
- Implemented a structured interview process, leading to improvement in the quality of hires.
- Conducted thorough reference checks, contacting three references per candidate as part of the selection process.
- Utilized HR Avatar for candidate culture assessments, sales simulation assessments, and reference checks.
- Built hiring day schedules, facilitating events to ensure timely execution.
- Conducted quality control calls with candidates, offering the position and providing detailed overview of the role during the call as well as what next steps to expect.
- Built rapport with candidates, resulting in a high rate of candidate referrals to the company.
- Provided guidance to candidates throughout the full on-boarding process, ensuring a positive experience.

Senior Talent Acquisition Specialist

Wheeler Staffing Partners-Hybrid

March 2022 to July 2023

- Followed up with notable applicants sourced via industry-specific pipelines
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and pre-screening assessments
- Evaluated strengths and weaknesses of candidates through effective screening processes

- Emphasized job benefits and perks to applicants to improve organization's attractiveness
- Coordinated schedules to arrange management interviews with applicants
- Advertised job opportunities on social media platforms and job boards
- Operated and maintained applicant tracking and candidate management systems
- Studied job descriptions and qualifications to determine applicant requirements
- Maintained filing system of current, prospective and future positions
- Developed recruiting strategies to identify qualified candidates and build network
- Compiled and produced qualified candidates' information for hiring manager review and liaised between parties to coordinate formal, management interviews
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Evaluated resumes, interviewed and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Developed and maintained strong working relationships with executives, HR team and hiring managers to foster partnerships that produced consistent results.
- Sourced and screened candidates for all industries roles and worked with hiring managers to coordinate interviews, offers and onboarding.
- Acted as brand ambassador to educate candidates on culture, career growth, benefits and advantages of working for clients company.
- Leveraged employee referrals, direct sourcing, Internet applications and recruitment agencies to source candidates for positions.
- Focused on locating well-qualified candidates within Healthcare, Software, Administrative, Construction, IT, and Finance industries.
- Presented employers with up to 60 candidates each month.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Maintained filing system of current, prospective and future positions.
- Operated and maintained applicant tracking and candidate management systems- Bullhorn
- Compiled and produced qualified candidates' information for hiring manager review and liaised between parties to coordinate formal, management interviews.
- Oversaw full cycle recruiting for 15-20 vacancies.
- Used Boolean searches to develop applicant portfolios for expected openings.
- Cultivated in-depth understanding of Healthcare, Software, Administrative, Construction, IT, and Finance trends and hiring desires.

Elementary School Teacher

Lewisville Independent School District-Lewisville, TX

July 2019 to October 2021

- Worked independently and on cross-functional teams collaborating on program development
- Time Management Skills- Organization, prioritization, annual goal setting, weekly planning, and communication.
- Remote work experience- Virtual Learning utilizing Webex
- Performed one-on-one coaching with clients that required specific needs
- Provided assistance in resolving issues and recommending corrective actions to address customer complaints and specific needs.
- Developed teacher and parent relationships to secure students' success.
- Collected data using the tool station to focus on specific needs and accomplish specific goals.
- Design effective training resources, with multiple methods to enhance performance.

- Learned management systems: Edgenuity, Skyward, Canvas, iStation.
- Remotely and in person managed multiple courses comprising over 25-60 students.
- Create and manage systems for tracking large amounts of data to show growth.
- Observe teammates and offer and receive constructive criticism for best practices.
- Perform manual data entry using excel.
- Ability to multitask.
- Manage and communicate effectively learned from managing multiple classrooms.
- Presentation of complex ideas and information systems.
- Communicated complex ideas to diverse audiences with varying degrees of familiarity with the subject matter.

Student Teacher

CFBISD-Carrollton, TX

January 2018 to December 2018

- Relationship focused with staff, students and parents.
- Implemented strategies for instruction and different approaches for classroom management.
- Taught whole group and small group lessons in all subjects while motivating students through enthusiastic teaching and creative lessons.
- Managed all daily activities.
- Observed and implemented organizational skills throughout the classroom, and parent conferences.
- Attended and participated in staff development, team and curriculum development meetings.

Education

B.S. in Interdisciplinary Studies

University of North Texas

Skills

- Organizational Skills
- Teaching
- Tutoring
- Behavior Management
- Writing Skills
- Math
- Curriculum Development
- Classroom Management
- Data Collection
- Talent Acquisition
- Recruiting
- Taleo
- ATS
- External recruiting
- Interviewing

- Sourcing
- Training
- Bullhorn
- Paylocity
- Recruiting
- Taleo
- Talent acquisition
- ATS
- HR sourcing
- Sourcing
- Human resources
- Interviewing
- Inside sales
- Sales
- Childcare
- Teaching
- Schedule management
- Training & development
- Curriculum development
- Early childhood education
- Classroom management
- Quality control
- Communication skills
- Customer service
- Time management

Certifications and Licenses

Teaching Certification