

Saba Khan

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SUMMARY

7+ years of HR Operations experience, supporting recruiting efforts within multifaceted organizations for a vast number of junior and senior level positions. Experience in partnering with both the hiring and relationship manager in managing the recruiting lifecycle of candidates; from posting requisitions, sourcing, scheduling interviews, offers and onboarding.

PROFESSIONAL EXPERIENCE

Socure Inc.

Remote

Recruiting Coordinator

November 2021 – June 2022

- Partnered with recruiters, stakeholders, and agencies to schedule high volume interviews and improve interview process
- Worked with coordination team to advance scheduling and other operational tasks, participated in planning offer letter drafting and on boarding initiatives for new employees
- Regularly update candidate records and hiring information in the respective HR and ATS systems

Samsung Electronics America (Ektello)

Plano, TX

Talent Acquisition Partner

August 2019 – November 2021

- Serve as a partner to recruiters and hiring managers, executing on all coordination efforts, including interview agendas, drafting and extending offer letters, background checks, onboarding materials and conducting new hire orientation
- Assist in various intra-departmental process improvement projects, including Candidate Experience, across broader Talent Acquisition and Human Resources team, while fostering working relationship with colleagues within the HR Business Partnership and Learning & Development groups
- Managed the training and adoption of a new talent management software, which allows competency and feedback loops between candidate and hiring team throughout the pre-interview and post-interview cycles
- Responsible for scheduling phone, video and on-site interviews as well as supporting executive-level candidates/managers

Tory Burch LLC

Jamesburg, NJ

Talent Acquisition Coordinator

June 2014 – December 2014

- Coordinated candidate interviews with various agency partners of the Tory Burch distribution center
- Screened all applications via the Applicant Tracking System and keep all vacancies current amongst the iCIMS job board
- Assisted in the onboarding of employees and creation of necessary orientation packages

Bristol-Myers Squibb (Pinstripe Inc.)

New Brunswick, NJ

Senior Talent Acquisition Coordinator

March 2013 – July 2013

- Utilized Taleo to track candidates, create offer letters and manage the onboarding process for new hires
- Managed and provided feedback to recruiters and hiring managers to assist with hiring and on-boarding of candidates

TD Bank, N.A. (Sapient Nitro Corporation)

Mount Laurel, NJ

Associate, U.S. Operations Team

January 2011 – January 2013

- Co-head to the U.S. Operations team supporting Human Resources through the monthly tracking of employee costs, including labor, expense and employment benefits
- Maintained and worked directly with employee on-boarding systems for new hire setup, while managing new hires and terminated employees
- Operated monthly invoicing cycle for all projects and services provided, while compiling internal metrics on profitability
- Managed accommodations for all traveling employees including air, car and hotel reservations

Wainscot Media

Montvale, NJ

Executive Assistant, Marketing Department

October 2008 – April 2010

- Coordinated readership survey events with 600+ attendees and over 100 exhibitors throughout Bergen, Monmouth, and Morris Counties
- Performed competitive analyses for 6 fashion and health magazines throughout the New Jersey tri-state area
- Managed all tasks related to scheduling appointments, travel needs, expense reports, and preparing for management meetings/event

INTERNSHIP EXPERIENCE

Gucci America Inc.

Secaucus, NJ

Intern, Human Resources

Spring 2008

EDUCATION

Seton Hall University

South Orange, NJ

Bachelors of Science in Business Administration

August 2008

ADDITIONAL INFORMATION

Software: iCIMS, Greenhouse, MS Office Suite, Taleo, Workday