

SALEEN WESTBURG

Technical Recruiter

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(195) 929-9704

Baltimore, MD



PROFILE

I am a highly motivated and detail-oriented Technical Recruiter with 1+ years of experience in the IT recruitment and staffing industry. I have a solid understanding of the full-cycle recruitment process, from sourcing and screening candidates to conducting interviews and making offers. My experience involves working with clients to identify their requirements and select the best candidates for the job. I am adept at using various job boards, search engines, and other web-based resources to source and vet potential candidates. Furthermore, I possess excellent communication, time management, and problem-solving skills. I am passionate about helping clients find the right talent and thrive in a fast-paced recruiting environment.

LINKS

[linkedin.com/in/saleenwestburg](https://www.linkedin.com/in/saleenwestburg)

SKILLS

Sourcing

Screening

Interviewing

Negotiating

Networking

Market Research

Relationship Building

LANGUAGES

EMPLOYMENT HISTORY

● Senior Technical Recruiter at TEKsystems, MD

Dec 2022 - Present

- Recruited 50 highly skilled software engineers for TEKsystems, MD in a 6 month period, surpassing the recruitment goal by 20%.
- Developed a comprehensive recruitment strategy which included employer branding, targeted advertising, and direct sourcing efforts. This led to a 25% increase in cost-per-hire savings.
- Negotiated and secured contracts with 10 leading technology companies in the region, resulting in increased candidate leads and a 20% growth in successful placements.
- Partnered with the HR team to design a streamlined onboarding process that reduced time-to-fill positions by 15%, improving overall efficiency.

● Technical Recruiter at Kforce, MD

Jul 2022 - Nov 2022

- Increased Kforce's candidate pool by 15% through innovative sourcing techniques.
- Streamlined the onboarding process for new hires by 40%, resulting in reduced time-to-fill for open roles.
- Developed a successful referral program, resulting in a 20% increase in quality hires.
- Utilized data-driven analysis to reduce cost per hire by 25%.

EDUCATION

Bachelor of Science in Human Resources Management at University of Maryland, College Park, MD

Aug 2017 - May 2022

Relevant Coursework: Human Resources Management, Employment Law, Conflict Resolution, Organizational Behavior, and Compensation & Benefits.

CERTIFICATES

Certified Technical Recruiter (CTR)

Sep 2021

Certified Professional in Talent Acquisition (CPTA)

Jun 2020

MEMBERSHIPS

National Association of Professional Recruiters (NAPR)

Society for Human Resource Management (SHRM)