

Lanis Farison

Recruiting Coordinator

Profile

As a Recruiting Coordinator with over 1 year of experience in the field, I have developed a strong set of skills in recruiting, hiring, and onboarding for a variety of positions. I have a passion for connecting with top talent, and successfully drive recruitment efforts to ensure that the best candidates are sourced and hired. Utilizing my organizational and communication skills, I am able to effectively coordinate interviews and create a positive candidate experience. Additionally, I stay up to date with the latest recruiting trends and technology to ensure that I am utilizing the most effective methods.

Employment History

Senior Recruiting Coordinator at Target, MN

Dec 2022 - Present

- Reduced time-to hire from 90 days to 60 days: As Senior Recruiting Coordinator at Target, MN I successfully reduced the average recruitment cycle for full-time positions by 30% (from 90 to 60 days) through implementing a more efficient and streamlined hiring process.
- Improved candidate experience score by 20%: By introducing targeted initiatives such as automated email notifications that kept candidates up to date on their application status, I was able to improve our overall candidate experience rating with Glassdoor survey results rising from 3/5 stars in 2017 - 2018 period up to 4/5 stars in 2019 – 2020 period.
- Developed onboarding program resulting in 25% increase of successful hires: Leveraging my expertise and market knowledge, I developed an innovative onboarding program which resulted in improved retention rate among newly hired employees — increasing it from 75 % before implementation of this initiative up 100%.
- Managed 150+ recruiting projects annually : Overseeing all aspects of the recruitment lifecycle across multiple departments within the organization ,I managed over 150 +recruitment related projects each year including job postings ,interview scheduling & coordinating new employee orientation sessions .

Recruiting Coordinator at Best Buy, MN

Aug 2022 - Nov 2022

- Successfully recruited and onboarded 120 new sales associates in a 4-month period, exceeding the company's target by 15%.
- Developed an efficient recruitment process that improved candidate experience while reducing hiring time by 30%.
- Spearheaded 3 successful recruiting campaigns for entry level positions resulting in over 500 applications.
- Streamlined interview scheduling procedures to reduce manual effort required from HR team members by 40%, improving efficiency of overall operations.

Education

Bachelor of Science in Human Resources Management at University of Minnesota-Twin Cities, MN

Sep 2018 - May 2022

Details

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Minneapolis, MN

Links

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

Skills

Recruitment

Sourcing

Scheduling

Interviewing

Onboarding

Database Management

Communication

Languages

English

Bengali

Hobbies

Reading

Cooking

Yoga