






PERSONAL

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PROFESSIONAL MEMBERSHIP

- International Recruiters Network
- Association of International Recruiters

AARYN CLARKE

Highly qualified freelance LinkedIn talent acquisition professional, placing high-caliber candidates in management and executive roles globally. Sourcing candidates through networking and developing funnels for active candidates, passive candidates, and previously qualified candidates at different experience levels. Full recruiting cycle, building strong candidate relationships with an extensive network of candidates and several candidate pools. All business development and business administration. Averaging 6 full-time hires per month and an overall hire ratio of 89%. Moderate markup rate and promising a substantial rate improvement. Eager to find freelance recruiter projects.

WORK EXPERIENCE

-  Mar 2015 - Present **LinkedIn Recruiter**
Self employed freelance recruiter, Speightstown
- Partnering with clients to identify their staffing needs and devise recruitment plans
 - Reviewing job orders and posting job adverts online via ATS
 - Comparing job requirements to qualified candidates in talent pools
 - Sourcing passive candidates via networking on LinkedIn Recruiter
 - Screening incoming applications and contacting suitable applicants
 - Conducting phone screening interviews to assess applicant suitability
 - Interviewing candidates online to discuss the vacancy further
 - Sending resume and interview notes to clients for review and feedback
 - Setting up candidate/client online or face-to-face interviews for clients
 - Following up with candidates and clients post interviews
 - Researching shortlisted candidates and doing employment references
 - Receiving job offers from clients and discussing them with candidates
 - Giving candidate feedback on offers to clients and mediating negotiations
 - Forwarding accepted job offers to clients and preparing for start date
 - Confirming candidates' arrival at the company on date of appointment
 - Providing necessary support to candidates and clients post-hire
 - Taking care of recruitment administration and billing

SKILLS

Communication skills	★★★★★
Social media networking	★★★★★
Interpersonal skills	★★★★★
Organizational skills	★★★★★
ATS/HR tech	★★★★★

EDUCATION AND QUALIFICATIONS

-  2016 - 2016 **Recruitment and Selection Certificate of Competence**
University of the West Indies, Cave Hill

REFERENCES

References available on request.