

Zachary Eggers

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Experience

Technical Recruiter

Aug. 2015 – Present

Login Consulting Services

- Engage in full life cycle recruiting
- Source, Screen, and Qualify prospective candidates
- Facilitate reference and background checks of new hires
- Conduct phone interviews with multiple candidates on a daily basis
- Remain in constant communication with candidates, managers, and clients
- Hold the #1 or #2 spot for most monthly submissions 18 times over 2 years
- Recruit candidates using LinkedIn, Dice, CareerBuilder, ATS, Monster, and Indeed
- Create and maintain a candidate pipeline for both technical and functional positions
- Guide candidates through the interview process from initial screening to on-boarding
- Keep up to date on employment, diversity, visa, green card, and EEO laws/requirements
- Secure offers and placements with companies such as LA County, Amgen, Toyota, CBS, and Sony
- Source candidates using Facebook, Twitter, Instagram, WordPress, etc. with CareerBuilder Edge
- Source technical positions such as architects, engineers, developers, and administrators as well as functional positions such as product managers, project coordinators, and business analysts

Jr. Recruiter (Temp Positions)

Jan. 2015 – Aug. 2015

Various Temporary Agencies

- Sourced and screened candidates in-house.
- Coordinated interviews with hiring managers and candidates
- Recruited using CareerBuilder, Dice, Glassdoor, Indeed, LinkedIn, Monster, and ZipRecruiter

Recruiting Coordinator / PA

Aug. 2013 – Jan. 2015

Luma Pictures

- Qualified candidates and scheduled onsite interviews
- Screened over 1,000+ online applicants for each in-house position
- Networked on behalf of Luma Pictures at entertainment and media events
- Followed all diversity requirements and considered soft skills during screenings
- Assisted with reference checks and background screenings of candidates as needed
- Molded the culture of Luma Pictures through event planning and social media management
- Aided human resources in the tracking, processing, on-boarding, and orientation of new hires

Recruiting Assistant / PA

Oct. 2012 – May 2013

Participant Media

- Created a new internal logging and tracking system
- Prepped a shortlist of qualified candidates for the hiring managers
- Screened and processed hundreds of resumes for operational in-house roles
- Sourced both on and off camera talent for our YouTube show *Brain Food Daily*

Additional Experience

Campus Coordinator (NBCUniversal)

Sept. 2010 – Aug. 2012

UCLA -Campus Events Commission

Resident Assistant / Support Technician

Sept. 2009 – Aug. 2012

UCLA -Office of Residential Life

Education & Skills

University of California Los Angeles

June 2012

B.A. in History, minor in Film, Television, and Digital Media

ATS/Recruiting Tools: SmartSearch, LinkedIn, Dice, Monster, CareerBuilder, Indeed, Glassdoor, Google, ZipRecruiter, Boolean Searching

Software: Microsoft Office, Google Suite, Basic Photoshop, Content Management Systems