

# Taylor Fliegelman

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## **EDUCATION**

### **University of Delaware**

*Bachelor of Arts, College of Arts and Sciences*

Newark, Delaware

*May 2021*

## **WORK EXPERIENCE**

### **SPAR**

*Talent Acquisition Specialist*

*June 2023 - Present*

- Conduct interviews with potential candidates, averaging 15 per day.
- Make 25 calls to applicants per day to reach weekly hiring quota.
- Familiarize myself with job openings across multiple divisions to understand the qualities of an ideal candidate in each role.
- Apply those learnings to effectively place applicants in appropriate roles.
- Adapt to evolving priorities and needs while achieving hiring and retention KPIs.
- Leverage iCIMS applicant tracking system every day to view, manage and contact applicants.
- Assist new hires as main point of contact throughout the onboarding process.

### **Jonathan Wesley Inc.**

*Recruiter*

*September 2022 - May 2023*

- Screened resumes of applicants and searched for qualified candidates from database.
- Strengthened communication skills by corresponding directly and building rapport with candidates.
- Made 100+ outbound calls and scheduled at least 20 Zoom interviews per day.
- Exhibited confidence on the phone by leading the conversation, while also being a good listener.
- Maintained three company social media accounts on LinkedIn, Facebook and Instagram.

### **Monmouth County SPCA**

*Development Assistant*

*February 2022 – June 2022*

- Assisted in managing website and contributed to creation of social media posts.
- Coordinated the planning of large public fundraising events while also working and fulfilling event duties.
- Developed and managed donor relationships.
- Supervised volunteer activities and tasks.

## **PROFICIENCIES**

Microsoft Word, Excel, PowerPoint, Outlook and Teams, Zoom, iCIMS, CareerLister, ZipRecruiter, LinkedIn, Canva, Google Workspace