

Rachel Winkler

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EXPERIENCE

CHOYCES, USA (remote)—Recruiter Intern

February 2022-PRESENT

- Handle the screening and the interviewing process
- Post job openings
- Source candidates
- Schedule and conduct phone, video, and in-person interviews
- Onboarding - Work with hiring managers to ensure that all new hires are properly onboarded and ensure all paperwork is correctly completed

Trivayu Infotech, Mexico (remote)—Manager Associate

December 2021-February 2022

- Oversee/evaluate interns in the business development, digital marketing and human resources teams
- Trained new interns
- Distributed work from corporate
- Analyzed task sheets
- Organize intern information

Trivayu Infotech, Mexico (remote) — Human Resources Supervisor

September 2021-December 2021

- Scheduled/preformed onboarding meetings
- Evaluated/oversaw interns in the human resources department
- Conducted 2nd round interviews
- Issued internship completion certifications
- Hosted meetings for HR

Trivayu Infotech, Mexico (remote) — Human Resources Intern

August 2021 - September 2021

- Responsible for replying to applicants emails, screening replies, and scheduling interviews
- Posted job ads on general career websites
- Collaborated with teams in the recruitment process of interns
- Conducted 1st round/screening interviews
- Maintained employee records
- Send offer letter packages

SKILLS

Individualistic

Tech-savvy

Personable

Strong interpersonal skills

Detail oriented

AWARDS

High honors-throughout entirety of high school

National Language Honor Society - "displayed excellence" in my 3 years of studying the Latin language.

LANGUAGES

English-Native

Latin-Intermediate

SOFTWARE SKILLS

Google Suite-Advanced

Office 365-Basic

EDUCATION

Branford High School, Branford, CT — *High School Diploma*

August 2017 - June 2021

Southern New Hampshire University, Manchester, NH
(remote) — *B.S. in Business Administration, concentration of
Human Resources*

August 2021 - PRESENT