

# Hannah Pruitt

## RECRUITING COORDINATOR

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### SUMMARY

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Recruiting coordinator with 2 years of interview scheduling and candidate support for a 1,200-employee home health company. Coordinates 60+ interviews a week across Outlook calendars, keeps candidate files accurate in iCIMS, and answers every applicant with prompt, professional customer service. Comfortable with the full Microsoft Office toolset.

### SKILLS

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**Other Skills:** Interview Scheduling, Recruiting, iCIMS, Outlook, Excel, Word, PowerPoint, Microsoft Office, Customer Service, Attention to Detail

### EXPERIENCE

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#### Recruiting Coordinator

09/2024 - Present

Cumberland Care Services

Nashville, TN

*Home health and hospice provider with 1,200 employees in Tennessee.*

- Coordinate **60+** phone, video and panel interviews a week for 6 recruiters and 25 hiring managers.
- Draft offer letters and new-hire packets in Word, sending 95% within 24 hours of approval.
- Track candidate status, background checks and start dates in iCIMS for 40 open requisitions.
- Build weekly interview and offer reports in Excel and a monthly PowerPoint recruiting summary for HR leadership.

#### Human Resources Assistant

01/2023 - 08/2024

Music Row Hospitality Group

Nashville, TN

*Part-time role during college at a restaurant group with 9 locations and 600 hourly employees.*

- Responded to 50+ applicant calls and emails a day, keeping job-board employer ratings at 4.6 stars.
- Coordinated 2 open-hiring days a month that each produced 30 to 45 server and kitchen hires.
- Entered new-hire data and I-9 documents for 350 employees with no missing-file findings.
- Organized the shared Outlook interview calendar for 9 general managers during spring hiring.

### EDUCATION

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#### Bachelor of Business Administration

05/2024

Middle Tennessee State University

Murfreesboro, TN

Management

### CERTIFICATES

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#### SHRM Essentials of Human Resources

03/2025

Society for Human Resource Management