# Hannah Leblanc

*Recruiting Coordinator | Human Resources Co-op*

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## PROFESSIONAL SUMMARY

Bilingual recruiting coordinator moving into a recruiter role, with a year in a call centre talent team and an HR co-op. Screens candidates in English and French, schedules high-volume interview days and keeps the ATS clean. Recently took over full-cycle recruiting for entry-level customer service roles under a senior recruiter's guidance.

## PROFESSIONAL EXPERIENCE

**Petitcodiac Contact Solutions** · Moncton, NB **Sep 2025 — Present**

*Recruiting Coordinator*

- Coordinate interviews and hiring days for bilingual customer service roles, scheduling up to 60 interviews a week across three recruiters.
- Took over full-cycle hiring for an entry-level role in June, screening applicants, interviewing in English and French and extending 25 offers in four months.
- Rewrote three job postings in plain language with clear shift details and pay ranges, which increased qualified applicants to those roles.
- Built a weekly Excel report of pipeline stages and no-show rates that recruiters use to plan each week's hiring events.

**Hubtown Regional Health Foundation** · Moncton, NB **Jan 2025 — Apr 2025**

*Human Resources Co-op*

- Posted jobs, screened resumes against minimum requirements and arranged interviews for administrative and support roles.
- Prepared onboarding packages and ran reference checks for new hires, following the organization's privacy rules.

## EDUCATION

**Bachelor of Business Administration, Human Resources** **2025**

*Acadian Coast University*

## SKILLS

**Technical:** Phone screening, Interview scheduling, High-volume hiring events, Workday Recruiting, LinkedIn and Indeed postings, Job ad writing, Offer letters, Background and reference checks, Candidate communication, Excel reporting, Bilingual English and French, Onboarding coordination

**Certifications:** LinkedIn Certified Professional – Recruiter