

Teresa Lindqvist

Human Resources Specialist (Recruitment & Placement)

Kansas City, MO · teresa.lindqvist@example.com · (555) 555-0158 · U.S. citizen · Current federal employee, GS-0201-11

SUMMARY

Human resources specialist with seven years of federal recruitment and placement experience, including four years at GS-11 delivering full-cycle staffing under delegated examining and merit promotion and designing recruitment strategies for hard-to-fill IT positions. Seeking a GS-0201-12 Human Resources Specialist (Recruitment & Placement) position.

WORK EXPERIENCE

Human Resources Specialist (Recruitment & Placement)

05/2022 – Present

Internal Revenue Service, Human Capital Office, Kansas City, MO

GS-0201-11 · 40 hours per week

- Provide full-cycle recruitment and placement services to 14 serviced organizations with about 2,100 employees: advise managers on recruitment strategy, assessment and appointing authorities, and carry 160+ actions a year from request to final offer.
- Conduct job analysis with subject matter experts for complex 0343, 0511 and 2210 positions; build assessment questionnaires and crediting plans in USA Staffing, 9 of which the office adopted as standard templates.
- Determine qualifications, eligibility and veterans' preference under delegated examining and merit promotion procedures; no errors found in 40 of my case files reviewed in the FY2024 internal accountability audit.
- Designed a recruitment plan for hard-to-fill IT positions using direct hire authority, targeted job fairs and USA Hire assessments; time to hire fell from 112 to 74 days and 31 positions were filled in 9 months.
- Advise managers on noncompetitive authorities including Schedule A, VRA and the 30 percent or more disabled veteran authority; placed 18 employees under these authorities in FY2025.
- Review certificates and qualification determinations by 4 GS-7 and GS-9 specialists before issue, and coach them on complex eligibility questions.
- Built attrition and retirement eligibility projections for 3 divisions in Power BI; leadership used them to set the FY2026 hiring plan.

Human Resources Specialist (Recruitment & Placement)

08/2019 – 04/2022

Social Security Administration, Office of Human Resources, Kansas City, MO

GS-0201-09 · 40 hours per week

- Processed 120+ recruitment actions a year for field offices in 4 states: drafted job announcements, rated applicants, issued certificates and made tentative and final offers.
- Rated 900+ applications a year against OPM qualification standards and applied veterans' preference under category rating, with review by senior specialists.
- Cut average certificate issue time from 9 to 5 days by building a shared case tracker the team still uses.
- Answered applicant and manager questions on qualifications, appointing authorities and vacancy status for a caseload of about 35 open announcements.
- Completed a 6-month rotation with the classification team, writing position descriptions and evaluation statements for 25 positions.

Human Resources Coordinator

06/2016 – 07/2019

Prairie Health Partners, Overland Park, KS

40 hours per week

- Coordinated hiring for a 600-employee clinic network: posted openings, screened applicants, scheduled interviews and onboarded 150+ new hires a year.
- Maintained applicant tracking and personnel records with no findings in 2 state licensing audits.
- Ran campus recruiting with 3 nursing and allied health schools, bringing in about 40 interns a year.

EDUCATION

Bachelor of Arts, Psychology

05/2016

University of Kansas · GPA 3.5/4.0

CERTIFICATIONS AND TRAINING

Delegated Examining Certification, U.S. Office of Personnel Management

04/2020

SHRM Certified Professional (SHRM-CP), SHRM

11/2021

SKILLS

Staffing: Job analysis, Assessment questionnaires, Category rating, Veterans' preference, Merit promotion, Special appointing authorities, Direct hire, Workforce planning

Tools: USA Staffing, USA Hire, HR Connect, Power BI, Excel (advanced)

ADDITIONAL INFORMATION

- Public Trust: Moderate Risk background investigation, current
- Languages: Spanish (professional working proficiency)
- Special Act Award (2024) for the IT direct hire recruitment plan
- Member, International Public Management Association for Human Resources (IPMA-HR)