# Anneliese Bocanegra-Whitlock

**Recruiting Coordinator**

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## SUMMARY

Recruiting coordinator with 4 years in healthcare and tech, scheduling about 120 interviews a week for 6 recruiters and 45 open roles. Cut average time to schedule from 4 days to under 2, kept candidate experience scores at 4.7 out of 5, and owns Greenhouse data quality and offer paperwork for the team.

## EXPERIENCE

### Recruiting Coordinator — Lumora Software

Denver, CO · Mar 2023 – Present

- Schedule about 120 phone, video and onsite interviews a week across 45 open roles and 70 interviewers.
- Cut average time from recruiter approval to booked interview from 4 days to 1.8 by building panel templates in Greenhouse.
- Keep candidate experience survey scores at 4.7 out of 5 across 600 responses, with no-show rates under 3%.
- Prepared 140 offer letters and background check requests in 2025 with 0 errors flagged by HR.

### Recruiting Assistant — Front Range Health Network

Aurora, CO · Jul 2021 – Feb 2023

- Coordinated interviews for about 60 nursing and support roles at a time across 4 hospitals.
- Ran 2 monthly hiring events with 150 to 200 candidates each, handling registration, rooms and same-day interviews.
- Cleaned 3,000 duplicate and outdated candidate records in the ATS, making pipeline reports reliable for the first time.

## SKILLS

Coordination: Interview scheduling, panel planning, onsite logistics, hiring events, travel booking

Recruiting operations: ATS data quality, offer letters, background checks, pipeline reports, interview kits

Systems: Greenhouse, Workday Recruiting, GoodTime, Google Workspace, Zoom, Excel

Communication: Candidate emails and calls, hiring manager updates, interviewer reminders

## EDUCATION

B.A. Communication, University of Colorado Denver, 2021

Fictional example by FindAJobAI: the person, employers and numbers are invented.