

Leandre

Recruitment Coordinator & HR Generalist

ROOCRUIT

Pretoria, South Africa

PROFESSIONAL SUMMARY

Passionate HR professional and Recruitment Coordinator dedicated to empowering individuals and organizations through collaborative effort. Thriving in dynamic, high-pressure environments, I leverage 6+ years of experience to solve challenges with an innovative approach and a keen eye for detail. Committed to continuous learning and the transformative power of knowledge to drive meaningful organizational change.

KEY SKILLS

- Full-Cycle Recruitment & Sourcing
- Bullhorn, LinkedIn Recruiter, Indeed & Monster
- HR Policy Development & Administration
- Client Contract Management
- Strong Leadership & Communication
- Market and Salary Research
- Organizational & Time Management
- Problem-Solving & Adaptability

PROFESSIONAL EXPERIENCE

Recruitment Coordinator and Sourcing Specialist **Jan 2022 - Present**

International US-Based Talent Acquisition Firm (Remote)

- Manage full-cycle recruitment processes for international clients.
- Maintain and update Bullhorn database ensuring high data integrity.
- Conduct advanced candidate sourcing across multiple platforms including LinkedIn, Indeed, Monster, and ADP.

- Drive brand awareness through social media content creation and strategic job postings.
- Perform comprehensive market and salary research to support competitive hiring strategies.
- Utilize collaborative tools including Microsoft Office 365, Google Workspace, Teams, and TeamViewer.

Human Resources Administrator

Jan 2023 - Apr 2024

Human Resources Consulting Agency (Remote)

- Facilitated administrative processes for organizational retrenchments.
- Drafted and managed client service contracts.
- Executed recruitment strategies for diverse client portfolios.
- Developed and implemented internal and external HR Policies.

Life Coach, Pilates Instructor & Personal Trainer

Sep 2018 - Present

Health & Wellness Consultancy

- Provide professional, personal, and nutritional life coaching.
- Personal training for special populations, including pregnancy, elderly, and special needs clients.
- Lead Pilates instruction and holistic wellness sessions.

EDUCATION

BMT College, South Africa

Feb 2024 - Mar 2025 (Expected)

Advanced Diploma in Human Resources/Personnel Administration (NQF 7)

BMT College, South Africa

Jan 2021 - Jan 2024

Diploma in Human Resources/Personnel Administration (NQF 6)

ETA College, South Africa

Jan 2016 - Dec 2018

Diploma in Exercise Specialist (NQF 5)

CERTIFICATIONS

- **Certificate in Life Coaching** – Trifocus Academy (2020)

- **Matric Certificate** – Kempton Park High School