

LAURYN MONTGOMERY

PROFILE

Results-driven and highly motivated Sourcer with a focus on talent acquisition and candidate sourcing. Proficient in utilizing various sourcing techniques to identify and engage with top-tier candidates for diverse job openings within TikTok's Referral Program. Skilled in building talent pipelines, conducting candidate screenings, and collaborating effectively with recruiters and hiring managers to meet organizational staffing needs. Committed to providing an exceptional candidate experience and contributing to the growth and success of the TikTok organization.

PROFESSIONAL EXPERIENCE

REFERRAL PROGRAM SOURCER

Mar 2023 - Present

TikTok

- Utilized online platforms, social media, and professional networks to identify and attract potential candidates for various job positions.
- Screened and evaluated candidate resumes, applications, and online profiles to assess suitability for the roles.
- Conducted preliminary phone screens to evaluate candidates' qualifications and interest in the job opportunities.
- Maintained accurate and up-to-date records of potential candidates in the applicant tracking system (ATS).
- Built and managed a strong talent pipeline to ensure a steady flow of qualified candidates for current and future openings.
- Collaborated with recruiters and hiring managers to align on candidate profiles and hiring strategies.
- Fostered positive candidate engagement through effective communication and personalized interactions, providing timely feedback and updates on their application status.
- Stayed abreast of industry trends, competitor hiring strategies, and changes in the job market to inform sourcing strategies.
- Generated sourcing metrics and reports to track the effectiveness of various sourcing channels and strategies.

CONTENT MODERATOR

Jan 2022 - Present

TikTok

- Improving content management strategy for short video platform
- Coordinating with supervising departments for effective content violation management
- Developing, improving and maintaining standards for online community security
- Operating and providing guidance on company-designed content publishing systems
- Working with cross-functional teams and documenting project timelines, progress and issues, and managing banned and unbanned accounts in accordance with established guidelines and policies.

FRONT DESK AGENT

Sep 2019 - Mar 2020

Hilton Garden Inn Nashville, Smyrna

- Greeted and registered guests, managed reservations, and maintained confidentiality.
- Increased sales by 3% through effective upselling and promotion.
- Coordinated with housekeeping and maintenance to address guest needs and complaints.
- Verified guest information and payment methods to prevent fraud.
- Collaborated with team members for a seamless check-in and check-out experience.

ACCOUNTING INTERN

Jun 2018 - Jul 2018

Town of Smyrna

- Conducted financial research and analysis to prepare and draft accurate financial reports.
- Ensured record integrity and compliance by analyzing account information and reconciling discrepancies.
- Maintained organized and easily searchable records by properly coding invoices, files, and receipts.
- Updated information on accounts receivable and payable and performed balance sheet reconciliation.
- Minimized legal and financial risks by staying up to date with federal and state requirements.

CONTACTS



Phone:
615-243-6893



E-Mail:
kadenlauryn@outlook.com



LinkedIn:
Lauryn-Montgomery

EXPERTISE

- Strong understanding of accounting principles and practices
- Proficiency in financial analysis, budgeting, and forecasting
- Knowledge of accounting software
- Excellent communication and interpersonal skills
- Attention to detail and accuracy in record-keeping
- Adherence to ethical standards
- Commitment to continuing education to stay up-to-date with industry developments and trends
- Knowledge of tax regulations and compliance
- Strong problem-solving and critical thinking skills to identify and resolve accounting issues

EDUCATION

2020 - 2021

ASSOCIATES DEGREE IN FINANCE

Motlow Community College, Smyrna, TN
GPA: 3.9