Camila Vargas

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My Key Qualifications

- **148 phone screens** in the first year at NextCare, supporting hiring for medical assistant, front desk, and patient service roles across 12 clinic openings.
- Uses **Greenhouse** daily to review applications, document qualifications and compensation expectations, and keep ATS records and compliance documentation complete.
- Generated **63 interview-ready candidates** for hard-to-fill openings using LinkedIn Recruiter, Indeed Resume, and the internal database.
- Cut interview scheduling errors **from 5 per month to 1** by standardizing calendar confirmations in Outlook and Teams with a shared feedback tracker.
- Tracks daily recruiting activity in **Excel**, including a capstone funnel analysis projecting a 2-day cut in time-to-screen for a multi-site outpatient hiring model.

Experience

Associate Recruiter — **NextCare**, operator of urgent care clinics across the US

Nov 2025 – Present · 1 yr

- Supported full-cycle hiring for medical assistant, front desk, and patient service roles across 12 clinic openings, completing 148 phone screens in the first 12 months by prioritizing inbound applicants and tracking daily activity in Greenhouse and Excel.
- Sourced candidates through LinkedIn Recruiter, Indeed Resume, and the internal database for hard-to-fill openings, generating 63 interview-ready candidates with targeted searches and outreach follow-up within 48 hours.
- Cut scheduling errors from 5 per month to 1 per month for a multi-location hiring team by standardizing calendar confirmations in Outlook and Teams and running a shared feedback tracker for interview panels.

Education

- **Arizona State University** — Bachelor of Science in Business Data Analytics · 2021 – 2025 · Relevant coursework: Human Resource Management, Business Communication, Data Visualization, Operations Management

Projects

- **Healthcare Hiring Funnel Capstone**
  Analyzed applicant flow and screening bottlenecks for a model multi-site outpatient hiring team, recommending sourcing-mix and interview-scheduling changes projected to cut time-to-screen by 2 days.
  Tech: Microsoft Excel, Tableau, PowerPoint
- **Campus Office Candidate Outreach Project**

Sample resume made with Specific Resume · specificresume.com

Built a staffing outreach plan and applicant tracking workbook for a campus office hiring part-time front desk staff, helping raise qualified applicants from 18 to 29 in one hiring cycle.
Tech: Microsoft Excel, Microsoft Teams, LinkedIn

Skills

- **Recruiting Tools:** Greenhouse, LinkedIn Recruiter, Indeed Resume
- **Screening & Coordination:** Candidate Screening, Phone Screening, Interview Scheduling, Sourcing, Outbound Messaging
- **ATS & Documentation:** ATS Documentation, Healthcare Recruiting Support
- **Software:** Microsoft Excel, Microsoft Outlook, Microsoft Teams