

Riya Menon

Talent Acquisition Manager · FICTIONAL SAMPLE
Bengaluru, India

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Talent Acquisition Manager with an illustrative 11-year career in people operations, recruitment and organisational learning. Combines hiring strategy, team leadership, workforce planning with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes hiring process redesign, recruiting capacity plan and interviewer capability programme. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced talent acquisition manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Human Resources. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable people operations, recruitment and organisational learning work: understand the context, apply hiring strategy and team leadership, record the evidence and explain the limitations before handover.

Experience

Talent Acquisition Manager - Meridian People Operations (fictional)

2024-07 - Present

Independent ownership of scoped talent acquisition manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Aligned role-specific criteria and documented review stages. Modelled demand and agreed service priorities. Led brief clarification and prioritised work using hiring strategy, team leadership and workforce planning. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a process and criteria brief to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of structured assessment and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Recruitment Lead - Northline People Operations (fictional)

2020-07 - 2024-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in workforce planning and structured assessment. Trained interviewers on structured observation and scorecards. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied recruiting operations and analytics to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a reviewed outcome and feedback summary so the next team could understand the work and remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Recruiter - Cedarbridge People Operations (fictional)

2017-07 - 2020-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving hiring strategy and team leadership using a documented preparation and review process. Supported recruiting capacity plan by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through vendor coordination and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Recruiter - Cedarbridge People Operations (fictional)

2015-07 - 2017-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with hiring strategy and workforce planning within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Education

MBA in Human Resources - Asterbridge Institute of Professional Studies (fictional institution)

2013-07 - 2015-05

completed - fictional record hiring strategy team leadership structured assessment Specialist study on hiring process redesign; an illustrative learning project, not a published result.

Bachelor's in Business Administration - Cedarhaven College of Applied Studies (fictional institution)

2010-07 - 2013-05

completed - fictional record workforce planning recruiting operations analytics Applied coursework in hiring strategy, documentation and reviewed practical assignments.

Projects

Hiring process redesign

Fictional internal work programme in people operations, recruitment and organisational learning; not a real client case study. Problem: Different functions used inconsistent selection steps. Objective: Create a workable response to this issue through hiring strategy, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Talent Acquisition Manager; owned the stated workstream, not the full organisation or every collaborator contribution. Aligned role-specific criteria and documented review stages. Prepared the scope with the commissioning team, identified unresolved inputs and used hiring strategy to turn the brief into a sequenced work package. Applied team leadership and workforce planning while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: hiring strategy; team leadership; workforce planning; structured assessment Deliverables: Hiring process redesign - scoped brief; Hiring process redesign - reviewed working package; Hiring process redesign - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a process and criteria brief and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for hiring process redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included. No underlying client documents, independently verified measurements or signed approval records are attached.

Recruiting capacity plan

Fictional internal work programme in people operations, recruitment and organisational learning; not a real client case study. Problem: Hiring commitments exceeded team bandwidth. Objective: Create a workable response to this issue through team leadership, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Talent Acquisition Manager; owned the stated workstream, not the full organisation or every collaborator contribution. Modelled demand and agreed service priorities. Prepared the scope with the commissioning team, identified unresolved inputs and used workforce planning to turn the brief into a sequenced work package. Applied structured assessment and recruiting operations while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: team leadership; workforce planning; structured assessment; recruiting operations Deliverables: Recruiting capacity plan - scoped brief; Recruiting capacity plan - reviewed working package; Recruiting capacity plan - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a permissioned workflow record and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for recruiting capacity plan, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included. No underlying client documents, independently verified measurements or signed approval records are attached.

Interviewer capability programme

Fictional internal work programme in people operations, recruitment and organisational learning; not a real client case study. Problem: Interview feedback lacked job-related evidence. Objective: Create a workable response to this issue through workforce planning, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Talent Acquisition Manager; owned the stated workstream, not the full organisation or every collaborator contribution. Trained interviewers on structured observation and scorecards. Prepared the scope with the commissioning team, identified unresolved inputs and used recruiting operations to turn the brief into a sequenced work package. Applied analytics and vendor coordination while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed

further review rather than presenting them as completed. Methods: workforce planning; structured assessment; recruiting operations; analytics Deliverables: Interviewer capability programme - scoped brief; Interviewer capability programme - reviewed working package; Interviewer capability programme - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a reviewed outcome and feedback summary and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for interviewer capability programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included. No underlying client documents, independently verified measurements or signed approval records are attached.

Skills

hiring strategy

Applied to hiring process redesign through documented preparation, execution and review.

team leadership

Applied to recruiting capacity plan through documented preparation, execution and review.

workforce planning

Applied to interviewer capability programme through documented preparation, execution and review.

structured assessment

Applied to hiring process redesign through documented preparation, execution and review.

recruiting operations

Applied to recruiting capacity plan through documented preparation, execution and review.

analytics

Applied to interviewer capability programme through documented preparation, execution and review.

vendor coordination

Applied to hiring process redesign through documented preparation, execution and review.

candidate experience

Applied to recruiting capacity plan through documented preparation, execution and review.

Certifications

Structured interviewing workshop

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Hiring strategy and structured assessment in the context of talent acquisition manager work. Used reflective exercises and a bounded practice example related to hiring process redesign.

People-data stewardship lab

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification Team leadership and recruiting operations in the context of talent acquisition manager work. Used reflective exercises and a bounded practice example related to recruiting capacity plan.

Manager communication practicum

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Workforce planning and analytics in the context of talent acquisition manager work. Used reflective exercises and a bounded practice example related to interviewer capability programme.

Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample



Achievements

Hiring process redesign

Aligned role-specific criteria and documented review stages. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Recruiting capacity plan

Modelled demand and agreed service priorities. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Interviewer capability programme

Trained interviewers on structured observation and scorecards. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

