Robert Smith

Junior Associate Recruiter

CONTACT DETAILS

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PERSONAL STATEMENT

Looking for a professional position that will enable to use educational background and work experience. Responsible for handling different phases of the recruitment cycle and assist in developing the underlying recruitment strategy for the organization.

WORK EXPERIENCE

Junior Associate Recruiter

ABC Corporation - March 2004 – June 2004

Responsibilities:

- Responsible for sourcing candidates.
- Performed market research as well as networking for other creative pro-active techniques.
- Maintained a pip-line of potential leads.
- Location, recruitment and assigning IT candidates to fill customer requirements.
- Performed searches in the candidate database to fill immediate needs.
- Gathered candidate background info, entered all employment history into the database and maintained updates as necessary.
- Promoted and maintained a positive can-do attitude of CDI Corporation.

Associate Recruiter

Delta Corporation - 2002 – 2004

Responsibilities:

- Full-cycle high-volume recruiting for Inside Sales and Customer Service positions within the Comcast business division.
- Review candidate resumes, source passive candidates, and pre-screen potential candidates in consideration for open requisitions.
- Consistently exceeds hiring targets set each month.
- Develops partnerships with hiring managers to determine business needs and fill critical call-center positions.
- As an Associate Recruiter I am responsible for industry and function-focused candidate sourcing, pre-screening, testing, and qualifying candidates.
- Through my various sourcing techniques, I build a strong network of diverse candidates within critical skill sets, based on client demand and in .
- Participate in the task based recruitment activities as assigned including phone screening, email blasting, sourcing, research, posting jobs, .

Education

Bachelor Of Science In Marketing - (Southern Illinois University)

SKILLS

File And Case Managment, Assessment, Invesitgations, Interpersonal Communication.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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