ROBERT SMITH

Contract Recruiter/HR Consultant

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SUMMARY

A highly effective, bilingual recruiter with more than 8 years of experience in finding top talent in finance/accounting, insurance, banking, and high-tech sectors, seeks recruiting position to advance career opportunities. I possess a positive attitude, excellent communication and organizational skills, and creativity to quickly source the best candidates for each position.

SKILLS

Applicant Tracking Systems, Interview Skills, Cost Effective Sourcing, Bilingual Spanish, Onboarding, Recruitment, Mass Hiring.

WORK EXPERIENCE

Contract Recruiter/HR Consultant

ABC Corporation - January 2014 – February 2014

- Identify part-time and full-time physician and mid-level provider candidates for client hospitals.
- Prospect candidates utilizing tools, such as cold calling, database sources, Internet, and journals.
- Determine marketing/recruiting approach through recruitment planning for each assigned facility.
- Inform and send candidates information regarding hospital location and compensation.
- Obtain verbal or written references from previous medical directors, nurse managers or staff physicians.
- Obtain complete file, screen candidate via referencing, and review for qualifications and suitable match for position(s).
- Coordinate itinerary for hospital interview and real estate tour for candidates, including arrangements with hospital administration.

Contract Recruiter

ABC Corporation - 2010 – 2014

- Responsible for supporting the home and Consumer Finance Group (HCFG) Card Services and Consumer Lending Group.
- Leading effort that develop innovative recruiting strategies proactively including diversity recruiting, while developing and documenting best practices Responsible for developing and nurturing strong relationships with business leaders and HR partners.
- Collaborate across the organization while ensuring that monthly, quarterly and annual recruitment goals for the Card Services and Consumer Lending are met.
- Responsible for carrying and successfully supporting a workbench of up to approximately 30 exempt and non-exempt level requisitions at any given times, performing at high levels with creative sourcing techniques, with minimal direction and supervision.

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- Execute against a recruiting model that is consists of direct and cold calling efforts, competitor research, managing relationships with business leaders and team members, and managing on-line talent channels to drive and deliver results.
- Build a pipeline of ready-now candidates for positions across our organizations.
- Participate on various talent acquisition projects and initiatives across Wells Fargo.

SCHOLASTICS

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