

# Employment Manager

## ROBERT SMITH

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### Objective

Provides professional nursing direct patient care in compliance with professional practice and unit standards. Promotes a collaborative, interdisciplinary approach towards patients, families and all members of the care delivery team.

### Skills

Microsoft Office, Management.

### Work Experience

#### Employment Manager

**ABC Corporation** - July 2004 - June 2009

- Promoted within one year to manage the human resources and recruiting activities of a fast paced sales & distribution facility.
- Developed and controlled employment/recruiting expenditures budget.
- Oversaw the administration of payroll, employee separation process, personnel records, workers compensation interviews and investigations, employee relations, legal compliance, unemployment hearings, compensation analysis, employee relocations and long-term staffing strategies.
- Managed full cycle recruiting desk with 20-25 open requisitions.
- Sourced, interviewed, and presented offers of employment, administered behavioral assessments, conducted background checks, drug screens, separations, and exit interviews.
- Attended career fairs and networking events to promote company and build relationships with candidates and community leaders.
- Partnered with hiring managers to understand the skills required for each opening specific to their departmental needs.

#### Employment Manager

**Delta Corporation** - 1999 - 2004

- Manage employment function; including hiring for all positions under the Administrator level for all corporate entities.
- Administer position control system/FTE report, reconciling variances from approved fiscal budget; tuition assistance program; RN scholarship program;
- Recommend revisions and/or new policies/procedures.
- Led staffing program for diagnostics and lab services company.
- Developed regional college recruiting campaign resulting in 15 hires monthly.
- Recruited, interviewed and hired for all departments including fully staffing the reference laboratory.
- Administers and Manages Employees, Employment, HRIS (Position Control) and Employee Records Manages and coordinates the Employment and Recruitment .

## Education

Basic and Advanced Human Resources Management in Human Resources - 2007(UNLV - Las Vegas, NV)