

# ROBERT SMITH

## Sr. Employment Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Employment Manager professional with fifteen years experience in recruiting, talent acquisition, training and development, and performance management.

### CORE COMPETENCIES

Microsoft Soft, ADP Payroll, Human, File Maintenance.

### PROFESSIONAL EXPERIENCE

#### Sr. Employment Manager

ABC Corporation - June 2008 – September 2010

##### Key Deliverables:

- Evaluates resumes, screen candidates, forward recommendations to hiring managers.
- Processes backgrounds check(s) and conduct reference checks for selected candidates.
- Determines salary for job offer, prepare and extend offer to selected candidates.
- Finalizes paperwork for new staff members and notify all candidates not selected.
- Conducts new employee orientations and safety training programs, ensuring all necessary forms and documents are completed.
- Set up all necessary personnel files and maintains related records.
- Conducts exit interviews with employees leaving the organization, providing them with pertinent and accurate information, notifying necessary health/insurance providers.

#### Employment Manager

Delta Corporation - 2005 – 2008

##### Key Deliverables:

- Led staffing programs, employee development strategies, and community relation initiatives for this 500+ employee financial services/call center .
- Created/implemented staff development strategies in collaboration with leadership to identify skill gaps and develop targeted programs to address .
- Selected Contribution Designed and taught management classes including interviewing skills, HR legal updates, and new- hire coaching and retention .
- Executive Search Consultant responsible for the creation and utilization of recruitment strategies in order to achieve business objectives related to .
- Manages non-traditional and area-specific recruitment strategies for hard-to-fill positions within budget expectations.
- Utilizes internet resources, job boards, bullion searches, direct mail, referrals, classifieds, and state licensure lists to procure qualified .
- Responsible for recruitment/retention functions of 3 personnel regarding healthcare-related postions.

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### EDUCATION

- Diploma in Business Administration - (Blue Mountain HS - Orwigsburg, PA)