

Robert Smith

Human Resources Recruiter

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SUMMARY

To obtain a position of growth and opportunity within Human Resources. Able to critically think, apply my strong work ethic and detail oriented personality on a daily basis.

SKILLS

70+ wpm typing speed, have had courses in every Microsoft application, medical terminology, some accounting, appointment setting/scheduling, web design.

WORK EXPERIENCE

Human Resources Recruiter

Saint Thomas Health - October 2015 – 2019

- Assisted with HR transition of Regional Hospital during the acquisition.
- Source candidates to fill open requisitions using technology based search techniques and established external relationships such as CareerBuilder and LinkedIn.
- Screen potential candidates by conducting initial interviews, checking background/references, testing and other approved measures.
- Extracts and compiles data for recruitment metrics and reporting.
- Compiles information for new hire files, and enters candidate and new hire data into Human Resources systems.
- Complies with employment laws and regulations in all recruitment and hiring activities.
- Hire and process Nurse Residency RNs quarterly Responsible for recruitment activities for assigned lines of business.

Human Resources Recruiter

ABC Corporation - 2014 – 2015

- Linked corporate business and employee objectives to achieve increased business results.
- Assisted managers with the implementation of HR policies, procedures and strategies.
- Serve, as a point of contact for management and employees for day-to-day HR needs.
- Created and maintain confidential personnel files, process personnel action forms and assure proper approval.
- Explained benefits to employees.
- Coordinated the use of new job openings, operational and performance issues, report reconciliation and terminations.
- Conducted interviews and summarized information in accordance with company policy.

EDUCATION

Bachelor of Arts in Economics - August 2004(Oglethorpe University - Atlanta, GA)