

# Human Resources Recruiter/Executive

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Human Resources professional with 6+ years' experience in Spain and in the United States. Strongly experienced in recruitment management, training development, payroll, benefit administration and compensation. Successfully implemented career paths and succession planning while coaching employees to achieve their goals. Self-starter, currently sole responsible of a creative photography firm. Native speaker of Spanish, fluent in English.

### Skills

Have over 20 years human resources experience as well as customer service. Work well with others.

### Work Experience

#### Human Resources Recruiter/Executive

##### Copper Beech Townhomes - May 2014 - 2019

- Maintain contact with drug testing labs for the purpose of obtaining pre-employment screening results.
- Utilize innovative ways to increase applicant traffic to the company careers webpage by exposure through social media and making the site accessible via mobile devices.
- Drastically increased the visibility of company positions through the use of over twenty job posting sites.
- Recruit for a variety of disciplines within the student housing industry.
- Oversee the scheduling of mandatory training through GraceHill (web-based training program) and maintain training records for each employee.
- Build positive relationships with new hires and Human Resources through the onboarding process.
- Actively recruit in several states nationwide and engage passive applicants to maintain a pool of future employees.

#### Human Resources Recruiter

##### Family Home Health Services Family Centered Hospice - 2011 - 2014

- As HR recruiter for one of Chicagoland's Premier leader in Home Health and Hospice I recruit all levels of employment needs within the agency.
- Successful recruitment results from entry level positions to Clinical staff to Executive Level positions.
- Full ownership of recruitment from sourcing to job postings to applicant tracking and screening.
- Also work collaboratively with HR team members and management team to set up Interviews/Team meetings, complete reference checks, send applicants for pre employment Drug-Screen/ Physical.
- Results driven innovative recruitment efforts from sourcing passive candidates to postings and resume search to on campus recruiting, Alumni sourcing and Job Fair events.
- This position is a part time remote part time in office position.

- Am good at multi-tasking and self managing.

## Education

Masters of Human Resource Development in Human Resource Development - August 2011(Clemson University - Clemson, SC)