

IT Recruiter

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Objective

Highly qualified It Recruiter with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

Skills

Senior IT Recruiter, Self-Motivated, Self Starter, Team Player, Articulate, Driven.

Work Experience

IT Recruiter

ABC Corporation - February 2005 - February 2008

- Produced a high level of placements including; .Net Developers, Hyperion Developers, Loss Mitigation Analysts, Desktop Support, Help Desk, SQL and Oracle Developers.
- Informed applicants of available positions and the associated responsibilities, compensation, benefits, schedules, working conditions and promotion opportunities.
- Contacted employers to solicit job orders, and assess specific hiring needs to develop detailed position descriptions and requirements and completed reference and employment verifications on applicants.
- Interviewed job applicants to match their qualifications with employers needs, recording and evaluating applicant experience, education, training, and skills.
- Reviewed employment applications and job orders to match applicants with job requirements, using manual and automated resume/profile searches.
- Selected qualified applicants and submitted them to direct clients.
- Provided background information on organizations with which interviews are scheduled.

IT Recruiter

ABC Corporation - 2002 - 2005

- sales and marketing) As a recruiter I was performing the following tasks Marketing the candidates on bench.
- Rate negotiations with clients.
- Working on positions from vendors.
- Attend Career Fairs at Universities to recruit new talent Searched for OPT/L2 candidates from job boards.
- Conduct preliminary round of interview for candidates based on set questionnaire.
- Maintained record of timesheets for bench candidates.
- Maintain databases of vendors and candidates Recruited and placed candidates with .NET, JAVA experience and for Business Analyst positions.

Education

