

# Robert Smith

## Junior IT Recruiter

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Results-oriented business and human relations professional with ability to interact successfully with a wide range of people. Capacity to adapt to new situations and to tolerate change well. Able to establish relationships of mutual trust and create an effective learning environment. Experienced in a wide range of industries, Finance, IT, Education, Customer Relations, Human Resources, Anthropology, and Archaeology.

### **SKILLS**

Human Resources,  
Staffing, Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **WORK EXPERIENCE**

#### ***Junior IT Recruiter***

**ABC Corporation - July 2006 - August 2007**

##### *Responsibilities:*

- Coordinating with the Hr Managers & Project Managers in the company regarding the job requirements or job openings in the companies.
- Scheduling interviews of the candidates with the companies & also taking follow ups from the companies.
- Good knowledge of handling all the job portals, Head Hunting.
- Screening and short-listing the profiles & Scheduling candidates interviews with the companies for requirements Co-ordinate interviews with concerned department heads.
- Created and maintained Resume and interview database & Recruit IT professionals in various technologies.
- Sourcing qualified IT professionals through various job boards.
- Prepare and maintain daily submission reports, analyze recruitment statistics and maintain weekly hot lists ensuring that individual targets of the recruiters are met on time Scheduling interviews of the students with the companies & also taking follow ups from the companies.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

#### ***IT Recruiter***

**ABC Corporation - 2003 - 2006**

##### *Responsibilities:*

- Proactively plan and manage recruitment for all positions within the relevant departments; including managing attraction campaigns and candidate sourcing, short listing candidates, skills & personality testing, behavioral interview assessment with line manager and offer negotiation.
- Manage vacancy and candidate records on software and, ensuring that all data and information is accurate and up to date.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Manage vacancy and candidate records on software and, ensuring that all data and information is accurate and up to date.

- Reduced rejection rate by 70% Managed the metrics to make sure we were on target with submissions and performance Managed the recruitment process through the VMS tool Agile 1 (submissions, hires and rejections) Processed approvals and payroll weekly for all contactors.
- Performed all VMS audits.

## Education

Masters in Business Administration in Business Administration -  
(Loyola Institute of Business Administration)