

# ROBERT SMITH

## IT Recruiter Lead

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### SUMMARY

To obtain a Sales Position within a company that is passionate about its service offerings. Extensive experience in building and developing sales territories and branch operations would make me a valuable asset to an organization looking to either grow their market share into a new market or to increase efficiency with their current staff in an existing market.

### CORE COMPETENCIES

Microsoft Office, Powerpoint, ABS.

### PROFESSIONAL EXPERIENCE

#### IT Recruiter Lead

**ABC Corporation - February 1997 – March 1998**

##### Key Deliverables:

- Develop recruiting strategies designed to identify qualified candidates through various recruiting tools.
- Evaluate candidates strengths compared with clients requirements by evaluating, screening, and interviewing the candidate.
- Negotiate wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirements.
- Complete necessary pre-employment processes including reference checks and background/drug tests.
- Manage contract employees while on assignment.
- Assess and investigate contractor related problems, and administer performance counseling, coaching, and disciplinary measures when necessary.
- Work with Account Managers to identify top accounts, target skill sets, key market segments, and to assess clients staffing requirements.

#### IT Recruiter

**ABC Corporation - 1992 – 1997**

##### Key Deliverables:

- Managed all phases of recruitment, including defining hiring management needs and posting available positions.
- Communicated the duties, compensation, benefits and working conditions to all potential candidates.
- Contacted all job applicants to inform them of their application status.
- Built social networks to find qualified candidates.
- Offered necessary referral support for the Employee Assistance Program.

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- Managed all aspects of the employee life cycle process, including on and off boarding.
- Placed candidates from entry level to senior Project Managers in a variety of industries..

### EDUCATION

B.A. in History - 1991(University of Oklahoma)

