

ROBERT SMITH

Recruiting Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a Recruiting Associate position with a company that allows me to utilize my skills and experiences in a team-oriented environment that promotes community involvement and personal/professional growth.

CORE COMPETENCIES

Notary, Inventory, Payroll, Interviewing, Microsoft Word And Excel, Customer Service, Multi-tasking, Organizing, Planning, Management, Independent, Quick Learner, Credentialing.

PROFESSIONAL EXPERIENCE

Recruiting Associate

ABC Corporation - April 2016 – October 2016

Key Deliverables:

- Communicated professionally with all areas of the business.
- Responsible for assisting hiring managers, HRBPs, recruiters, and internal and external job candidates.
- Assigned to assist two high level, high volume recruiters; support additional recruiters as needed.
- Answered various inquiries from recruiters, HRBPs, employees, managers and external candidates.
- Improved customer service skills with training.
- Scheduled multiple interviews each week and prepare offer letters/new hire paperwork for recruiters.
- Responsible for ordering and monitoring contingencies for all candidates, including background check and medical exams.

Recruiting Associate

Delta Corporation - 2012 – 2016

Key Deliverables:

- Identified potential candidates for Pharmaceutical Sales Representative Positions across the US Responsible for posting ads for jobs on Ladders, .
- Identified over 10+ potential candidates daily via phone and email to continuously increase pipeline Developed strong relationships with candidates .
- Recruit via email and telephone Credential employees Schedule drug screens Background checks Contact references Arrange travel arrangements Send .
- Researched and pulled resumes of potential new agents.
- Contacted applicants and scheduled interviews for Regional Manager.
- Placed ads on internet and newspapers, answered phones, maintained calendar, and various other office duties assigned by Manager.

ROBERT SMITH

Recruiting Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Aligned with several Lead and Group Program Managers to secure outstanding candidates for the Core Operating System Development team Provide Nokia .

EDUCATION

- B.S. In Business Administration