

# ROBERT SMITH

## HR Recruiting Manager

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Energetic, highly skilled in positive relationship building. Knowledgeable in effective case management. Provide information to client's program services. As a Vista Volunteer I helped provide research on the case management model for outreach as used in many Social Service organizations today. I have worked with various non-profit agencies and acquired skills in working with a diverse clientele, providing supportive services.

## EXPERIENCE

### HR Recruiting Manager

#### ABC Corporation - 1998 - 2000

- Assigned and review the workload of 25-50 employees in the phone center and the recruiting department.
- Generated weekly and daily mandatory federal progress reports outlining community events and activities.
- Interviewed and hired a culturally diverse population to preform outreach duties.
- Implemented Rules, Regulations and policies of the agency.
- Coordinated outreach efforts with various government agencies and community based organizations.
- Analyzed statistical data and resolved problems dealing with workforce profile and productivity.
- Effectively worked with the media to provide an overview of services connected with the Census.

### Recruiting Manager

#### ABC Corporation - 1996 - 1998

- As a Recruiting Manager at Collabera, I managed and mentored a team of 12 recruiters and ATRs while playing a key part in all aspects of recruiting, including ^ Implementing new sourcing strategies and training my team on recruiting techniques.
- ^ Helping to build and maintain long-term business relationships with candidates and clients.
- ^ Training, mentoring and managing the team of (as many as 12) recruiters and ATRs.
- ^ Full life-cycle recruiting (from sourcing to closing).
- ^ Interviewing and hiring top talent for technical and strategic roles.
- ^ Negotiating employment contracts, offers, rates and salaries.
- ^ Finding top industry talent and closing candidates..

## EDUCATION

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## SKILLS

Customer Service, Case Management, Driver.