Robert Smith

Recruiting Specialist II

CONTACT DETAILS

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PERSONAL STATEMENT

Enthusiastic, extremely organized, detailed oriented, advance level administrative/clerical professional with approximately eighteen (18) years of experience in the field of Higher Education.

WORK EXPERIENCE

Recruiting Specialist II

ABC Corporation - 2010 – 2012

Responsibilities:

- Created interview schedules, set up information sessions, accommodated interviewers and recruiters during their on-campus visits; served as technical advisor to students and employers regarding assistance with concerns related to eRecruiting.
- Responsible for the marketing of all on-campus recruiting events at UNCC by utilizing sources such as Microsoft Office Suite & eRecruiting.
- Monitored and disseminated application deadlines of various employers in a timely manner in order to provoke students to sign-up for interviews.
- Forwarded internship/job opportunities received in eRecruiting to Career Counselors & worked closely with the Assistant Director in the facilitation of employer-related events.
- Compiled monthly, bi-annual and annual reports which reflect all of the recruitment activities and events for each academic year.
- Facilitated campus visits for the employer, while also generating student participation in employer-related activities and interview schedule sign-ups.
- Created announcements, flyers, calendars, spreadsheets, mail merges, brochures and tables using Microsoft Power Point, Word and Excel applications.

RECRUITING SPECIALIST

ABC Corporation - 2008 – 2010

Responsibilities:

- Recruited, screened, interviewed, and hired candidates to fill a variety of positions with numerous client companies in a wide range of industries.
- Achieved above average employee retention and client satisfaction rates.
- Recruited both active and passive job candidates utilizing electronic job boards, print advertisements, social media communications, job fairs, and word-of-mouth referrals.
- Developed sharp selection skills and instincts through high volume resume screening, phone interviews, and face-to-face interviews.
- Conducted additional screening processes, including education history verifications, employment history verifications, reference checks,

SKILLS

Microsoft Office,
Windows 8, 10-Key.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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criminal and credit background checks, and pre-employment drug screens.
- Compiled extensive candidate summary reports to present to clients, including reformatted resumes and detailed results of all evaluations.
- Provided ongoing managerial support for temporary workers at client companies, including coaching, discipline, and terminations..

Education

Diploma - (Augusta Technical College - Augusta, GA)

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