

## Objective

To obtain a Recruitment Assistant position in which I can diversify my experience to enhance the services of a progressive organization while maintaining potential for growth and advancement.

## Skills

Graphic Design, Grant Writing, Inventory Management, Recruitment, Branding, Marketing, Event Planning.

## Work Experience

### Recruitment Assistant

**ABC Corporation** - 2012 – 2012

- Drafted memos, emails, and updating of all incoming and outgoing mail.
- Responsible for updating of recruitment information on websites with open job positions.
- Responsible for updating of maintaining accurate records of applicants data and interview process.
- Responsible for generation of workflow reports on a monthly, quarterly, and annual basis.
- Provided assistance to HR Department personnel on various tasks on an as needed basis.
- Selected accomplishments include Resolved employee payroll and benefits issues as liaison with corporate office.
- Clarified organization policies with regard to human resources issues.

### Recruitment Assistant

**Delta Corporation** - 2007 – 2012

- Reporting to the Human Resources Manager and responsible for supporting and partnering with 3 recruiters in the effective delivery of recruitment.
- Management of EBRPSS Recruitment website and WinOcular (teacher) database.
- Selected accomplishments include Resolved employee payroll and benefits issues as liaison with corporate office.
- Clarified organization policies with regard to human resources issues.
- Spearheaded a complete review of all employees I-9s to ensure legal and compliance standards were met.
- Reporting to the Human Resources Manager and responsible for supporting and partnering with 3 recruiters in the effective delivery of recruitment.
- Spearheaded a complete review of all employees I-9s to ensure legal and compliance standards were met.

## Education

GED