

ROBERT SMITH

Recruitment Assistant

info@qwikresume.com | <https://Qwikresume.com>

Recruitment Assistant with 2+ years of experience in Preparing recruitment materials and ensuring adequate supply of materials for study teams, interested participating and other relevant work groups, etc.,.

NOVEMBER 2005 - NOVEMBER 2006

RECRUITMENT ASSISTANT - ABC CORPORATION

- Administered appropriate applicant testing while monitoring the application process, evaluated test results, and collected all paperwork ensuring it was accurate and complete.
- Downloaded, sorted, and reviewed resumes, and gave the qualified resumes to the appropriate hiring manager.
- Entered all applicant files into the Ceridian applicant tracking database and New Hire System on a timely basis to ensure all files were up-to-date.
- Prepared applicant and resume response letters and new hire offer letters.
- Coordinated the New Hire Orientation schedule, which included compiling and maintaining accurate information on all new hires, prepared new hire announcements, scheduled conference rooms, and presented a presentation on firm awareness and policies.
- Assisted with education verifications and client conflicts checks.
- Coordinated all temporary staffing needs and maintained an excel spreadsheet on all temporary employees.

2002 - 2005

RECRUITMENT ASSISTANT - DELTA CORPORATION

- Led committee to exceed goal of raising \$12,000 for selected charities Kept computer and paper records of participation, finances, and plans Sought .
- Recruited, tested, and placed local staff members in various positions throughout United Nations mission in Eastern Slavonia.
- In addition to general recruitment, accomplished the following Selected to test, screen and hire 25 high-level interpreters on an urgent basis for .
- Supervised one local staff member; deputized and supervised three staff in absence of chief of office.
- Volunteered and served as election observer to monitor fairness and accuracy in first post-war elections.
- Assist with the hiring of Faculty in which I responded to applicant and potential applicant inquiries concerning vacancies and status of application .
- Chairs for review; produced ad hoc recruiting reports, including Excel spreadsheets to track all recruitment activity; maintained strategic sourcing .

EDUCATION

Certificate in Human Resource Management - (George Mason University - Fairfax, VA)

SKILLS

Excellent Customer Service, Microsoft Excel.