Robert Smith

Recruitment Director

Phone (123) 456 78 99
Email: info@qwikresume.com
Website : www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

SUMMARY

Highly skilled Recruitment Director responsible for Establishing performance goals and expectations relevant to the physician revenue cycle and physician billing. Experience in Preparing annual objectives, plan of action, and budgets, as appropriate. Monitors benchmark data related to revenue cycle performance.

SKILLS

Critical Thinking, Recruiting Process, HR

WORK EXPERIENCE

Recruitment Director

ABC Corporation - May 2013 – January 2014

- Prepared offer letters and other accompanying materials for chosen candidates.
- Performed reference and background checks/drug screens on applicants.
- Coordinated communications with applicants.
- Arranged for on-boarding for new hires.
- Collaborated with the marketing director in student conference Developed professional skills by interacting with the Hispanic Chamber of Commerce.
- Developed and implemented media strategies to recruit candidates, including determination of most appropriate geographic areas and methods of recruitment and preparation of advertisements and press releases and direction of the development and maintenance of an Internet site.
- Developed recruitment sources including educational institutions, public employment offices, special emphasis groups, trade associations etc.

Recruitment Director

Delta Corporation - 2010 – 2013

- Performed all aspects of recruiting, sourcing, interviewing, salary negotiation, reference, and credit checks for prospective candidates.
- Created a marketing strategy to increase community interest and awareness for College Mentors For Kids Coordinate outreach efforts to recruit new.
- Oversee the sorority recruitment process, including eight sub-committees, utilizing active problem solving and decision-making skills to ensure effectiveness.
- Produced the highest number of applications nationwide for a single team in 2002-2003 (696), 2003-2004 (587) Managed teams of up to 15 in strategic.
- Ran a national campaign to hire approximately 75 staff/year to run canvass offices by recruiting graduating seniors from 150 colleges.
- Citizen Outreach Lab Director, Boston, MA.
- Conceived and tested new canvassing techniques and messages to improve the overall performance of national campaign operations.

EDUCATION

GED

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines