

# ROBERT SMITH

## Jr. Staffing Consultant

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### SUMMARY

Highly qualified Staffing Consultant with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

### SKILLS

Microsoft Office.

### WORK EXPERIENCE

#### **Jr. Staffing Consultant**

ABC Corporation - June 2011 – September 2015

- Developed and maintained recruiting sources to ensure consistent applicant flow.
- Conducted job interviews, administered and scored tests, evaluated applicant skills, abilities, and availability Verified professional/personal references and employment history through written and verbal communication with all available reference sources, and degrees.
- Completed employment process by auditing all applicant-completed documents and conducted orientations about Express policies, procedures, compensation, benefits, and the employer/employee relationship.
- Assigned associates to client accounts, advised associates of clients location, the person to whom they will report, working conditions, essential job functions, work schedule, pay rate, and all other pertinent information.
- Terminated unsatisfactory associates and completed exit interviews with associates.
- Associate counseling and appropriate disciplinary action to correct performance problems.
- Received job orders from client accounts and prospects on a daily/weekly basis.

#### **Staffing Consultant**

ABC Corporation - 2010 – 2011

- Responsible for playing a critical role in Express Employment Professionals office with the primary emphasis on filling job orders from client companies.
- Build and maintain a core of strong associates in a variety of functions and be in a position to fill job orders quickly and efficiently on a daily bases in the area of administration, commercial and professional.
- Recruit, retain and employ qualified candidates.
- Excellent customer service skills.
- Outstanding human resources skills.
- Excellent skills in dealing with diverse group of clientele as well as Associates.
- Effectively resolve conflict professionally..

## SCHOLASTICS

- - June 2011(Express University)