

ROBERT SMITH

Staffing Consultant III

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Seeking to apply my skills in administration and time management for career advancement and long-term professional growth.

EXPERIENCE

Staffing Consultant III

ABC Corporation - APRIL 2015 - OCTOBER 2015

- Coordinating interview schedules for candidates and maintaining a calendar for client appointments.
- Maintaining office efficiency by ordering supplies, organizing company meetings and tracking expense reports. Also, managing correspondence records management systems, and paper and electronic filing systems.
- Analyzing target sales goals and objectives to strategize plans for effective time management and delegation of tasks.
- Obtaining job orders solicited from the business community and locating qualified candidates for these roles.
- Customizing and utilizing a thorough benchmarking process to recruit, screen and interview potential candidates.
- Providing coaching and counseling services to candidates to help further their career goals and aspirations.
- Maximized gross margin dollars and full-time cash-in by utilizing the business philosophy and sales techniques.

Staffing Consultant

ABC Corporation - 2010 - 2015

- Interview and prepare associates for various professional & vocational employment positions, assist in resume writing, conduct associate coaching prior to sending them out to interview with prospective employers.
- Ensure timely response to client and associate needs.
- Organize all office activities, working to satisfy the internal team, clients, associates and applicants.
- Prioritize critical and urgent tasks in a logical and efficient manner.
- Key Accomplishments Manage 30+ clients and more than 100 industrial employees, successfully growing my portfolio to over \$4 million in revenue.
- Received promotion to Staffing Consultant from Front Office Coordinator after only two weeks on the job.
- Collaborated with team members to build location into a Circle of Excellence Office (excellence in sales award) in its second year of operation..



EDUCATION

- Bachelor's in Interdisciplinary Arts & Sciences - September 2009(University of Washington - Bothell, WA)



SKILLS

Quickbooks, Data Entry, Human Resources, Payroll, Accounts Payable, Accounts Receivable.