

Objective

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, Excel, Outlook.

Work Experience

Staffing Consultant Manager

ABC Corporation - September 2014 – February 2016

- Reviewed resumes and recruited for available job opportunities.
- Pre-screened applicants on the phone and in-person to determine job qualifying skills.
- Assess applicants relevant knowledge, skills, soft skills, experience, and aptitudes Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule Processed applications and documentation of employee records in a timely manner.
- Ensures all hiring paperwork is filled out thoroughly and all required screening protocols are completed including E-verify and I-9s for all new hires as well as, drug tests and background checks when required by the client.
- Communicated with client via email, phone conversations, and site visits to ensure their staffing needs were met.
- Maintained job postings on Work in Texas, Career Builder, and Monster job boards.
- Provided necessary counseling for employees per our clients requests unless identified by our office if issues regarding attendance or job performance as it pertains to their assignment.

Staffing Consultant

ABC Corporation - 2009 – 2014

- Hire, counsel and terminate employees in accordance with Adecco policy.
- Payroll Workers Compensation and unemployment.
- Training of associates as well as colleagues.
- Recruiting, associate orientations and background checks.
- Reorganization of 4 offices and set up new filing system.
- Independent running of office (Manager).
- 2005 - 2008.

Education

Bachelor of Science in Biotechnology - 2007(AIMST University)