

ROBERT SMITH

Staffing Consultant I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly regarded as a leader and team member who is passionate about creating a culture of trust and integrity while driving strong results. Possesses keen financial understanding of the business life cycle while providing and creating tools necessary to increase sales and profitability.

CORE COMPETENCIES

Word, Excel, Powerpoint, Project Management, Management, Implementation, Talent Acquisition, Recruiting, Customer Service, Hiring, Training, Technical Support, Team Leadership, Team Management, Team Development.

PROFESSIONAL EXPERIENCE

Staffing Consultant I

ABC Corporation - October 2008 – January 2011

Key Deliverables:

- Serve as the primary contact for clients hiring managers and business unit leaders to define and document hiring forecasts.
- Work with the hiring manager to set Service Level Agreements (SLA) expectations and requirements.
- Develop staffing plans, recruiting and sourcing strategies to build an effective candidate pool with qualified individuals meeting the clients needs Track and monitor the activity of the recruiting plan providing a status update and progress to the hiring managers.
- Coordinate with the clients hiring managers and candidates to schedule face-to-face and phone interviews.
- Identify target companies and markets in support of the operations team direct recruiting efforts.
- Consult and engage hiring managers with preparing and extending offers to selected candidates Meet weekly/monthly/quarterly production goals as set by management team Review, mentor and coach support teams to provide feedback and to ensure recruiting goals are being met.
- Responsible for gathering pertinent offer information from the hiring manager at the time of offer request.

Staffing Consultant

ABC Corporation - 2007 – 2008

Key Deliverables:

- Generalist staffing firm specializing in the Phoenix Metro marketplace.
- Recruited across industries in the areas of clerical, accounting, sales, customer service, call center, and industry-specific positions.

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- Assisted clients in filling temporary, temp to direct, and direct hire positions.
- Was responsible for bringing in Royal Personnels largest account, which brought in over a half of a million dollars in revenue for the company in 2007.
- Also brought in more new accounts than any other consultant in the company.
- Individual direct hire candidate placement fees exceeded \$125,000 in 2007 (not to include any temp or temp-to-hire placements).
- #1 income producing staffing consultant for 2007..

EDUCATION

- (William Penn Senior High School - Phoenix, AZ)

