

# Robert Smith

## Staffing Consultant I

### PERSONAL STATEMENT

A resourceful and results-driven Recruiting Professional focusing on full life cycle recruiting, office management, building customer relationships and maintaining highest level of customer satisfaction with clients. High degree of initiative and motivation. Efficient, patient and meticulous in stressful and fast paced working environments. Strong communication, customer service and organizational skills.

### WORK EXPERIENCE

#### Staffing Consultant I

ABC Corporation - April 2015 - July 2015

##### Responsibilities:

- Develops and maintains recruiting sources to ensure consistent applicant flow.
- Conducts job interviews, administers and scores tests, evaluates applicant skills, abilities, and availability.
- Assigns associates to client accounts, advising 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.
- Conducts periodic sales and service calls on existing and potential clients to identify and solve problems as well as stimulate greater business opportunity.
- Receives job orders and ascertains clients essential job function requirements, and assignment details.
- Tours client facilities periodically to observe working conditions, production requirements, presence of legal posters, and Material Safety Data Sheets.
- Researches issues and is able to advise clients about employment laws and practices relevant to co-employment and effective employee relations practices.

#### Staffing Consultant

ABC Corporation - 2010 - 2015

##### Responsibilities:

- Conducted high volume, full cycle recruitment in the areas of call center, retail, warehouse, manufacturing, accounting, loan processing, administrative and director level positions.
- Managed candidate drug and background checks through ChoicePoint.
- Followed all federal and state laws including EEO, Affirmative Action and ADA compliance.
- Administered and presented benefits in all new employee orientation.
- Processed all hiring paperwork and conducted I-9 verifications through E-Verify.
- Exercised confidentiality on employee relation cases.
- Collaborated with hiring managers to obtain job functions and understand needs..

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft, Excel,  
Powerpoint.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## **Education**

Business Administration and Management, General - 2015(Arizona State University)