

Robert Smith

IT Staffing Consultant

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SUMMARY

Staffing and recruiting specialist in manufacturing industry. Highly experienced with training and process development. Advanced knowledge in technology and bilingual capabilities. Implemented a plan of action that helped reduce our openings for positions by 85 percent.

SKILLS

Microsoft Office Suite, Conflict Management, Project Management.

WORK EXPERIENCE

IT Staffing Consultant

ABC Corporation - 2005 - 2010

- Developed relationships with hiring managers while collaborating to clarify job descriptions and requirements to develop the appropriate recruiting strategy.
- Provided salary recommendation and compensation data to the hiring manager to ensure internal equity.
- Extended offer and compensation packages to selected candidates.
- Spearheaded transition from paper hiring system to online hiring system using Brassring, online applicant tracking system to expedite the recruiting process.
- Sourced and recruited applicants, screen resumes and maintains appropriate files and documentation according to OFCCP (Office of Federal Contract Compliance Programs) guidelines to remain compliant.
- Designed and implemented recruiting/hiring procedures that lead to hiring 200 new hires in 6 months to support needed headcount.
- Successfully co-developed and co-facilitated Resume Writing Workshop and Interviewing Skills Workshop for graduates of Masters Program.

Staffing Consultant

ABC Corporation - 2003 - 2005

- Outbound calls to local businesses to introduce new staffing office, schedule appointments for outside sales/owner, Q&A regarding staffing usage Place online job postings detailing job description, required duties and instructions on how to apply for employment.
- Interview applicants (2-5 interviews daily).
- Ascertain pertinent information about past and current employment by asking detailed questions.
- Check references, verify past employment, complete background check for each associate hired.
- Complete I-9 and W-4 paperwork according to Federal and State of NE law guidelines, file appropriately.
- Discern best fit matches for clients based on associates available for work.
- Reception duties answering phones, lobby management, greeting associates and clients, light cleaning, organizing and filing Ensure arrival of associates on work assignments, fill job openings in a timely and efficient manner.

EDUCATION

Bachelor of Science in Hospitality Management - (East Carolina University - Greenville, NC)