

ROBERT SMITH

Associate Staffing Consultant

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

SUMMARY

Solutions-focused Talent Acquisition Partner / Recruiting Leader with strong recruitment and selection experience. Excellent leadership, analytical and client-management skills Over 13 years of recruitment and staffing experience in an agency and corporate environment.

CORE COMPETENCIES

Recruiting, Client Relationship Management, Vendor Management, Vendor Relationships, Account Management, People Management, Human Resources.

PROFESSIONAL EXPERIENCE

Associate Staffing Consultant

ABC Corporation - May 2001 – December 2004

Key Deliverables:

- Successfully recruit and place candidates for both managed services and staff augmentation projects.
- Establish and maintain relationships with hiring managers and HR representatives.
- Lead recruiting initiatives recommend qualified candidates, negotiated and closed offers, taking into account margins for each offer.
- Develop and maintain appropriate recruiting sources in the form of networking, referrals, and candidate pipeline building for effective recruiting (and also for future and ongoing business requirements).
- Recruit and staff for Application Developers, Desktop/Network & Infrastructure Support, Technical Writers, Project Managers, Business Analysts, Quality Assurance Testers, Database Administrators, etc.
- Conducted phone screens and in-person interviews with prospective candidates to qualify their technical and functional knowledge.
- Utilized behavioral interview approach that identified leadership capabilities and style, and cultural fit.

Staffing Consultant

ABC Corporation - 2000 – 2001

Key Deliverables:

- Responsible for recruiting, screening, and evaluating military personnel for placement into positions with Fortune 500 and Forbes Private 500 companies.
- Based on consistent performance, selected as Program Manager for start up initiative to recruit civilian engineers.
- Generated over \$15K in revenues within first 2 months.
- Recognized as top producing recruiter for the East Coast region during 1Q98.
- Led efforts resulting in significantly increased revenues in overseas business.

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- Selected over more senior recruiters to manage a 10 day career fair in Germany to strengthen organizations presence in the European market.
- Career fair resulted in increased referrals and conference attendance by officers stationed in Europe..

EDUCATION

- Bachelor of Arts in Sociology - (Georgetown University, College of Arts & Sciences)