

ROBERT SMITH

Lead Staffing Consultant

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SUMMARY

Seeking a position in a company that offers a rewarding career and an opportunity to use my knowledge in customer service, recruitment, and warehouse supervision to enhance operations.

SKILLS

Customer Service Professional, MS Word, Administrative Assistant, Powerpoint, Client Relations, Data Entry.

WORK EXPERIENCE

Lead Staffing Consultant

ABC Corporation - May 2013 – December 2015

- Identifying and defining the organizations needs and demands with respect to staffing, recruitment, and selection.
- Pre-deciding the parameters, tools, and techniques that would be utilized to carry out efficient staff selection procedures.
- Leading and directing the newly selected employees to understand the working environment and culture, with the required flexibility.
- Fulfilling the managements demands by hiring talented staff, that effectively contributes towards the accomplishment of organizational objectives.
- Providing useful support to design, plan, and carry out selection procedures that serve organizational demand.
- Assisting the employer or organization management to find the best-deserved candidates or employees that fit into the organization requirements.
- Daily check-in for several clients to ensure that new employees arrive at their proper department and shown the correct way to clock in and it in their timekeeping system.

Staffing Consultant

ABC Corporation - 2011 – 2013

- Pittsburgh, PA (Illinois Contract) Jan 2014 - Mar 2015 Wexford Health Sources, the nations leading innovative correctional health care company, provides clients with experienced management and technologically advanced services.
- Wexford Health has consistently delivered proven staffing expertise and a full range of medical, behavioral health, pharmacy, utilization management, provider contracting, claims processing, and quality management services.
- Staffing Consultant On the ground recruiter, with a home office and responsible for Recruitment, Sourcing, Interview, Selection, and Placement of Mental Health Management, Nursing, Clinical, Exempt and Non-Exempt Staff.
- Negotiates Salary Rates and Extends Offers to Prospective Hires.

- Coordinates External Recruitment Activity (Internet, Direct, Print, Colleges, Community, Job Fairs, Open Houses, Direct Mail Campaigns).
- Interacts with Director of Behavioral Health, Administrators, Regional Management, and Senior Management to Implement Effective Recruitment Strategies and Staffing Operations.
- Consults with Site and Regional Management to streamline recruitment/interview process, to secure adequate staffing coverage..

SCHOLASTICS

- General Education Diploma - (Tarrant County College)