

ROBERT SMITH

Staffing Consultant/Executive

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Highly qualified Staffing Consultant with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

EXPERIENCE

Staffing Consultant/Executive

ABC Corporation - JANUARY 2012 - FEBRUARY 2013

- Developed new business opportunities and staffing solutions for clients, sourcing both new clients and candidates to meet sales goals.
- Responsible for marketing agency services, generating staffing leads and filling client openings.
- Partnered with customers (employers) to develop staffing forecasts, along with plans for interviews, screening, placement, and ongoing employment success.
- Identified and contacted potential employers to build a strong, sustainable network of business relationships and drive branch profitability by 50%.
- Planned and coordinated a job fair in three weeks for an auto parts manufacturer during a major upswing in business.
- Administered a marketing blast on Internet job boards and among other staffing agency branches.
- Prepared marketing materials, booked a venue and coordinated all candidate interviews and background/drug tests.

Staffing Consultant

ABC Corporation - 2008 - 2012

- Full cycle and high volume recruiting.
- Supports the Customer Contact Center (call center), Membership Accounting and Eligibility Departments in Rancho Cordova by partnering with hiring Managers to fill open Exempt and Non-exempt positions within Operations.
- Conduct pre- Screening interviews, DeGarmo and Kenexa testing (as needed) and coordinate interview schedules for hiring Managers.
- Provide guidance to hiring Managers regarding compensation policy as well as compensation decisions for new hires and promotions.
- Facilitate on-boarding process for all new Associates in Rancho Cordova, by facilitating New Associate Orientation.
- Provide ATS system training and refresher training to hiring managers.
- Provide Competency Based Interview training to hiring Managers..

EDUCATION

- Master in Project Management - (KELLER GRADUATE SCHOOL OF MANAGEMENT - Chicago, IL)

SKILLS

Personal Training, Nutrition Consulting, Human Resources, HTML, Web Design, Microsoft Office, Payroll.