

ROBERT SMITH

Associate Staffing Recruiter

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4+ years of experience as a Staffing Recruiter. A dedicated, a results-driven individual looking for a position to challenge and use strengths effectively.

JANUARY 2005 - OCTOBER 2006

ASSOCIATE STAFFING RECRUITER - ABC CORPORATION

- Sourcing candidates from various resources, as well as candidates who applied directly to ads posted on various job boards.
- Composing and posting various job announcements on various internet job boards, at colleges, and universities in our local area.
- Coordinate and attend various Job Fairs at colleges, universities, military-sponsored events, and employment service sponsored events.
- Worked closely with Sales Staff to discuss positions, candidates, and information about clients.
- Responsible for hiring, counseling, and termination of employees when needed.
- Ensured all required new hire paperwork was completed correctly.
- Responsible for weekly reporting, upkeep of job postings on the website and ensuring that Job Database was up to date with accurate hire information.

2002 - 2005

STAFFING RECRUITER - HEDY HOLMES STAFFING

- Establishing recruiting requirements by researching individual company needs and objectives in order to meet each managers pre-employment qualifications.
- Build pool applicants by searching and contacting potential candidates within the community and sourcing resumes on various sites.
- Determines applicant qualifications by interviewing applicants, analyzing responses, verifying references and comparing qualifications to job requirements.
- Daily status meeting with both the Branch Manager and fellow recruiters in order to maintain a collective understanding of company goals.
- Manages the hiring process by conducting orientations, drug screens, scheduling rotations, and assignments.
- Main point of contact between company managers and 150+ employees, managing everything from the pre-employment process, daily check-in and terminating assignments.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Music and Social Work - (Northern Virginia Community College)

SKILLS

Communication, Merchandising, Business Development, Customer Service, Analytical Thinking.