Robert Smith

Staffing Specialist II

CONTACT DETAILS

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PERSONAL STATEMENT

An Executive Recruiter with experience in third party search and corporate recruitment. She has successfully recruited and placed a wide spectrum of candidates in Information Technology, Marketing, Sales, Engineering, Public Relations, and Procurement.

WORK EXPERIENCE

Staffing Specialist II

CRS Group - 2012 – 2019

Responsibilities:

- Perform full cycle recruiting related to third-party search and placement.
- Clients consist of fortune 500 and 100 companies across many industries.
- Specializing in search and placement of IT Professionals.
- Positions include entry-level Business Analyst to experienced Project/Program Managers.
- Source and identify resumes for open positions, while continually identifying candidates to add to pipeline.
- Formats resumes for submission to highlight key skills in candidates background.
- Utilizes social media network over LinkedIn, Facebook, Twitter, Google+ and more to identify candidates for competitive positions.

Staffing Specialist

ABC Corporation - 2009 – 2012

Responsibilities:

- Review on-line job applications, make phone calls (first interview) with potential employees, conduct interviews on-site with on-line applicants for various job openings with multiple clientele.
- Conduct employment orientation, on-site drug testing and background checks for potential employee/employers.
- Key all new employees into Time Staffing database.
- I was very aggressive in researching all applicants, whether their applications were current or within the six month time frame of application.
- Found it very helpful when looking through older job applications to decide whether or not the applicants were still at all interested, to narrow down the field of applicants.
- Have quite a bit of Human Resources experience, which deeply impacted my decision making regarding potential and or new job applicants.
- Skills Used Tremendous HR Experience Tremendous Accounting Experience Tremendous communication/people skills Extreme motivation Wonderful attendance Wonderful work ethic Wonderful teamwork.

SKILLS

Recruiting, Office coordinator, Microsoft office, Shipping And Receiving.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Bachelor of Arts in Human Resources Management - 2005(North Central College - Naperville, IL)

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