



MASON WILSON

Staffing Supervisor

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PROFESSIONAL SUMMARY

Motivated Staffing Supervisor with 2 years of experience in driving effective recruitment processes and enhancing employee engagement. Skilled in managing staffing operations and ensuring compliance with industry regulations. Passionate about creating dynamic team environments and implementing strategies that align workforce capabilities with organizational goals.

WORK EXPERIENCE

Staffing Supervisor

📅 Mar / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Conducted comprehensive client intake interviews to assess staffing needs for Home Healthcare services.
2. Managed office inventory, ensuring optimal supply levels for operational efficiency.
3. Utilized software to maintain accurate records and streamline data management.
4. Created procurement lists to enhance resource availability.
5. Engaged with clients for follow-ups on service delivery and material availability.
6. Maintained detailed scheduling files, ensuring confidentiality of sensitive client information.
7. Analyzed job descriptions to identify candidate qualifications and streamline recruitment.

Staffing Supervisor

📅 Mar / 2023-Mar / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

1. Collaborated with businesses to fulfill staffing requirements through targeted recruitment and effective interview processes.
2. Delivered exceptional customer service by managing order lifecycles and resolving client issues promptly.
3. Oversaw the entire hiring process, from job analysis to candidate selection and job fair attendance.
4. Conducted weekly recruitment audits to ensure compliance and accuracy in staffing procedures.
5. Performed payroll audits to maintain billing accuracy and financial integrity.
6. Acted as Interim Team Lead, successfully managing operations for a facility generating \$12 million in gross revenue.

EDUCATION

Bachelor of Science in Human Resources Management

📅 Mar / 2022 - Mar / 2023

State University

📍 Denver, CO

Focused on talent acquisition, employee relations, and workforce management.

SKILLS

Workforce Scheduling



Data Management



Billing Coordination



Insurance Verification



Payment Collection



Payment Processing



INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

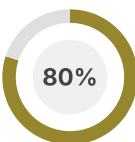
⚖️ Fairness

↔️ Flexibility

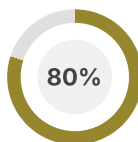
➡️ Forward-thinking

❤️ Gratitude

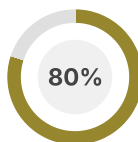
LANGUAGES



English



Dutch



Swahili

ACHIEVEMENTS

- ★ Streamlined the recruitment process, reducing time-to-hire by 20%.
- ★ Implemented a new onboarding program that improved employee retention by 15%.
- ★ Achieved 95% compliance in staffing audits through meticulous record-keeping.