ROBERT SMITH

Talent Acquisition Consultant II

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SUMMARY

Successful business professional with demonstrated ability to obtain results in a highly competitive market. Possess the ability to forge relationships that uncover a clear understanding of business goals.

CORE COMPETENCIES

Recruitment, Human Resources, Customer Service, Administrative Skills.

PROFESSIONAL EXPERIENCE

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Vanderbilt University Medical Center Human Resources (Clinical Recruiting) - March 2015 – 2019

Key Deliverables:

- Acts as subject matter expert for hiring officials in all matters related to recruitment, sourcing, selecting and hiring of staff.
- Consistently follows our process and holds effective recruiting strategy discussions with the hiring manager on every new position.
- Ensures a great candidate experience and presents a professional and positive image to job seekers.
- Builds pipelines of prospective candidates through professional networks, targeted outreach, and participation in job fairs community events.
- Identifies the best candidates and effectively reaches out to others when more sourcing is needed.
- Practices effective phone screening techniques to identify the best candidates.
- Ensures that no potential candidate is presented to a hiring manager without being a phone or in-person screened first.

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SpartanNash - 2014 – 2015

Key Deliverables:

- Provide timely and efficient recruitment services in accordance with organizational goals, established department policies and procedures and in compliance with EEO Regulations and Affirmative Action goals and objectives.
- Partner with hiring managers/supervisors to identify and understand personnel needs, job specifications, job duties, qualifications and skills necessary to recruit for the position.
- Ensure candidates meet minimum job requirements and that pre-employment checks (criminal background checks, drug tests, etc.) are completed and appropriately documented Identify potential candidates using various recruitment sources, to include, internet sourcing, direct sourcing, networking, associate referrals, advertising, social media and job fairs.

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- Schedule and coordinate the logistics of all interviews between candidates and hiring managers Ensure compliance with legal and regulatory requirements as it relates to the recruitment process, to include Sarbanes-Oxley (SOX) entity level controls, Office.
- Build strong business relationships with candidates, hiring managers and business partners and ensure a high level of customer service.
- Keep candidates, hiring managers, business partners, and HR management informed throughout the recruitment process as necessary.
- Maintain current knowledge of industry trends and best HR/recruiting practices; makes recommendations to improve current processes and ensure company programs and processes are in compliance..

EDUCATION

- Master of Science in Industrial Organizational Psychology - August 2012(Austin Peay State University - Clarksville, TN)

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