

# Robert Smith

## Talent Acquisition Specialist (Remote)

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

A highly energetic and passionate Talent Acquisition Specialist with diverse background in strategic sourcing, staffing, team management, and human resources. An empathetic and committed team player with abilities to negotiate and problem solve quickly, accurately, and efficiently. An experienced recruiter with in depth background in full life cycle Technical Recruitment with a solid track record of screening, interviewing, negotiating, sourcing and closing candidates.

### **SKILLS**

Microsoft Office Suite,  
Sales, Customer Service,  
Management,.

### **LANGUAGES**

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

### **WORK EXPERIENCE**

#### ***Talent Acquisition Specialist (Remote)***

**Infinitum Global - September 2015 - 2019**

##### *Responsibilities:*

- Full life cycle recruitment services for fulfilling Contract and a full time technical positions across the region.
- Worked on their specific national accounts, guaranteeing complete coverage of their requisitions.
- Worked on Niche technologies like Big Data, AWS, Avionic technologies, etc., Extensive experience leveraging social media and deep dive internet tools like Monster, Dice, Ladders, Career Builder, Tech Fetch & LinkedIn Closely work with assigned account hiring managers.
- Review job descriptions to understand their hiring needs Identify of potential candidates through various sourcing and uncovering techniques including sourcing profiles from various job portals (Monster, Dice, Career builder) and internal database.
- Leverage internet search and LinkedIn to connect with potential candidates Screen candidates to ensure their skills and competencies match the job description.
- Interview candidates in person or via phone or video conference to ascertain their qualifications.
- Follow up with both the hiring manager and candidate to keep them informed of progress.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

#### ***Talent Acquisition Specialist***

**ABC Corporation - 2011 - 2015**

##### *Responsibilities:*

- Work with internal teams and hiring managers nationwide to assist with recruitment efforts to identify quality candidate profiles to reduce time to fill and improve employee retention.
- Assist with both external and internal hiring efforts.
- Develop recruitment strategy.
- This may include job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
- Counsel the candidate on corporate benefits, salary, and corporate

environment.

- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
- Experience in high-volume, nationwide recruiting, specializing in the retail and sales industries.

## **Education**

Master of Science in Computer Sciences - (MS University)