

ROBERT SMITH

Talent Manager-HRM

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Dedicated and dependable professional with extensive internal sales, purchasing, marketing, and customer service. A team player who works well with all levels of staff and colleagues as well as individually. Proven ability to make sound judgments to ensure goals are achieved and to complete tasks in a timely manner with little or no supervision.

EXPERIENCE

Talent Manager-HRM

ProActivate - OCTOBER 2008 - JULY 2019

- Sourcing candidates via database, directly, referrals and resume databases.
- Daily activity report on all accounts to management.
- Conduct implementation meetings via phone or live to gain a thorough understanding of company culture and job specifics.
- Responsible for guiding the professional career of artists in the entertainment industry.
- Advice and counsel talent concerning professional matters, long-term plans and personal decisions which may affect their career.
- Specialized recruitment of high-level candidates in Finance, IT, Sales and Marketing and Healthcare.
- Scheduling photoshoots and training sessions are also a big part of managing talent.

Talent Manager

ABC Corporation - 2004 - 2008

- A diverse family of specialty staffing and recruiting firms.
- Pro Staffs specialty is administrative and light industrial staffing for temporary, temp-to-hire and direct hire positions.
- Talent Manager, Pro Staff Oversaw day-to-day client relationships.
- Met with potential candidates to determine their qualifications and capabilities.
- Drafted contracts and other paperwork needed for new hires.
- Explained terms of position with new hires, such as salary, hours, dress code, job description, etc.
- Performed any necessary testing, such as drug tests or written tests, to determine if the candidate is a viable option.

EDUCATION

- BAAS in business - (University of North Texas - Denton, TX)



SKILLS

Final Cut Pro, Final Draft, Photoshop, Excellent Communication, and Organizational Skills.