

# Senior Talent Acquisition Specialist

## ROBERT SMITH

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### Objective

Highly organized, detail-oriented and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives and meet deadlines. Consistent top performer. Creative, resourceful and flexible; able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

### Skills

Customer Relations, Administrative Assistant, Powerpoint, Peoplesoft, Business Development.

### Work Experience

#### Senior Talent Acquisition Specialist

**ABC Corporation** - September 2011 - April 2014

- Recruited talent including senior level management, management, outside and inside admission representatives, full time faculty, and student services positions by sourcing resumes.
- Responsible for prescreening and qualifying candidates, conducting and face-to-face interviews, aiding directors and managers with critical hiring decisions, executing job offers and salary negotiation, and supervising internal and external candidates through the hiring process.
- Built strategic alliances with Senior VPs, Regional Directors and Campus Managers to ensure staffing budget is met in order to reach key tactical goals.
- Maintained staffing budget for Online Operations department (headcount over 1500).
- Developed diverse candidate pool utilizing social media sources including LinkedIn, Facebook and Twitter.
- Researched, recommended and implemented process improvement within department through best practices, upgraded policies, ATS system (Taleo) improvements, candidate contact, and sourcing.
- Mentored talent acquisition team, train new hires and existing employees, track and advise management on performance strengths and opportunities.

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**Delta Corporation** - 2010 - 2011

- HirePointe is a boutique, executive search firm based in Draper, UT where I focused primarily on IT, HR and Executive-level searches.
- Some notable accomplishments from my time at HPMG Started a successful technology desk in a very competitive local market and the recession of 2009.
- Successful in bringing in more new clients to HirePointe during that time period than any other consultant 2 New companies that I was influential in .
- Partner with hiring teams to build effective sourcing strategies Responsible for recruiting, sourcing, and evaluating highly technical candidates.
- Pre-screen, qualify, and close candidates for positions.
- Ability to find passive candidates Use of social media outlets for recruiting purposes Review and understand positions and match skill sets with .

- Responsible for executing the companies staffing initiative for 2014.

## Education

Master's in Psychology - (University of Phoenix)