



# RECRUITER RESUME

By Resume Genius

## RESUME SUMMARY

Senior Recruiter with 8+ years of experience in sourcing and hiring top talent for Fortune 500 and other diverse industry organizations. Skilled in full-cycle recruiting, key accounts management, and high-volume recruiting through robust recruiting strategies, social media networking, and event/career fair organization.

## WORK EXPERIENCE

### Senior Recruiter

Feb 2018–Present

Creative Staffing Agency, Boston, MA

- Deliver recruiting expertise and seamless support to high-profile, diverse industry clients in acquiring top talent
- Lead the full recruitment life-cycle, from sourcing strategies, talent recruitment, and acquisition to interview preparation, offer negotiation, and on-boarding
- Manage 10 key company accounts, recruiting 60+ permanent and contract staff on a monthly basis
- Increase hiring in niche areas through networking and recruitment activities

### Recruiter

May 2012–Feb 2018

Heidrick, Boston, MA

- Led high-volume recruitment efforts across five states to source and recruit potential candidates for Fortune 500 companies
- Increased offer-to-sales ratio and candidate pipeline 47% by effectively using recruitment platforms and resources, including social media, ATS, Boolean searches, networking, and referrals
- Successfully filled over 330 permanent and 90 contract positions for a key client, with savings in permanent placement fees in excess of \$500,000
- Drove performance improvements and profitability increases in targeted accounts within the company's portfolio

## CONTACT

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## SOCIAL



your facebook



your instagram



your linkedIn



your twitter

## EDUCATION

**River Brick University,**  
**2007–2011**

*BBA Human Resources*

## SKILLS

Recruiting Life Cycle

Talent Acquisition

ATS Software

Salesforce

Time Management

Boolean Search

Diversity & Inclusion

Succession Planning

Account Management