

AMY BROWN

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ENTRY-LEVEL HUMAN RESOURCES RECRUITER

QUALIFICATIONS PROFILE

Highly organized, multifaceted, and performance-focused professional, offering hands-on experience in human resources management. Equipped with solid knowledge of HR recruitment best practices, processes, and standards. Skilled at improving efficiency and productivity toward successful attainment of organizational goals and objectives. Known for excellent interpersonal and communication aptitudes essential in establishing productive relationships with all levels of individuals.

CORE COMPETENCIES

Employee Relations | Staff Recruitment | Rapid Conflict Resolution | Employee Orientation
Talent Pipeline Management | Human Resources Compliance | Recruitment Plan Development

PROFESSIONAL EXPERIENCE

ABC, City, State

Human Resources Recruiter

2020–Present

- Hold accountability in filling more than 50 job openings with high-quality candidates, as well as in sourcing and discovering highly competitive candidates for important roles within the company.
- Cultivate professional relationships with college, university, and community college placement offices as sources for producing candidates, while building a candidate pipeline.
- Utilize applicant tracking system (ATS) in handling applicant data.
- Generate and evaluate recruitment reports to determine reasons for turnover.
- Assume responsibility in conducting background checks, interviewing potential candidates, and marketing.
- Conceptualize and implement new approaches identify and attract prospective candidates.

DEF, City, State

Human Resources Assistant

2020

- Rendered clerical and administrative support to HR executives.
- Took charge of drafting and submitting reports on personnel activities, including staffing, recruitment, training, grievances, and performance evaluations.
- Managed and responded to employee requests regarding HR issues, rules, and regulations.
- Offered assistance with payroll preparation by providing relevant data, such as absences, bonus, and leaves.

EDUCATION

BACHELOR OF SCIENCE IN HUMAN RESOURCES MANAGEMENT • 2020

ABC University, City, State

Graduated cum laude | Dean's List

ACTIVITIES

Volunteer, Name of Organization

TECHNICAL ACUMEN

Microsoft Office Suite | HRIS | PEO Programs | Adobe Creative Suite