

# 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