

# Robert Smith

## Associate Senior IT Recruiter I

### PERSONAL STATEMENT

Highly qualified Senior IT Recruiter with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which company prides itself.

### WORK EXPERIENCE

#### **Associate Senior IT Recruiter I** **Judge Group - June 2014 - 2020**

##### *Responsibilities:*

- Consulted with Account Managers to identify clients technical skills needs and implement effective sourcing strategies to successfully place candidates.
- Maintained client relationships for candidate presentation, coordinating candidate/client interviews and candidate follow-up.
- Performed full life cycle recruiting, including job matching, candidate marketing, contract negotiations, and post-placement/redeployment for Fortune 500 clients.
- Identified candidates through various methods including job board databases, cold calling, online job postings, e-mail marketing, Boolean searching, referral recruiting, industry networking groups, and social media.
- Worked closely with the Account Manager through daily meetings and weekly conference calls in order to maintain margin optimization in all deals made, as well as devising strategies that will best increase the companys revenue.
- Tracked candidate, client, and marketing activity using MS Office, Excel, SharePoint, PeopleSoft HR, and a proprietary database system.
- Attracted highly qualified candidates by continually running descriptive job advertisements on job boards, Linked-In, Facebook and other media outlets.

#### **Senior IT Recruiter** **Delta Corporation - 2009 - 2014**

##### *Responsibilities:*

- Serve as Team Lead for offshore recruiters and mentor and train all new IT recruiters Place qualified telecommunications engineers into contract, .
- IDC Technologies, headquartered in Silicon Valley, USA is a leading Provider of Business Process Outsourcing in IT / IS Solutions, Applications .
- Collecting requirements from the Account Managers to successfully fill the project needs Pro-actively source, screen, schedule interviews and .
- to source appropriate candidates Recruit technical contractors, from all sources, both direct and indirect Interview and qualify by skills and by .
- Recruited twice to Microsoft to source and hire candidates for hard to fill

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Proficient In Microsoft  
Office, Adobe, Workday,  
SharePoint,  
MURILanguages: Gujarati  
And Hindi.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

positions across business lines and geographies.

- Assigned to multiple technical, services, and corporate customer groups with C level interface Experience recruiting for Worldwide Services, .
- Responsible for the national and local recruitment of technical professionals using a variety of recruiting techniques and resources including but .

## **Education**

Bachelor of Science in International Affairs - (Florida State University  
- Tallahassee, FL)