

ROBERT SMITH

Associate Hiring Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Conscientious and organized individual with exceptional time management ability. Personable team player with superior communication and interpersonal skills.

CORE COMPETENCIES

Microsoft Mac pos.

PROFESSIONAL EXPERIENCE

Associate Hiring Manager

ABC Corporation - October 2014 – July 2015

Key Deliverables:

- Presented the Mission Impossible award for achieving Agency Leader two months in a row.
- Analyzes resume Calls potential employers.
- Worked directly for the franchise company called a lot of administrative management.
- Answering calls and dispatching conducting interviews.
- Maintained wait staff by recruiting, selecting, and training employees.
- Interviewed applicants that applied for a serving position.
- Scheduled 8 employees while taking into account student schedules and requests for time off.

Hiring Manager

ABC Corporation - 2012 – 2014

Key Deliverables:

- Review and file applications for employment in a logical and organized manner.
- Schedule and conduct interviews with prospective employees.
- Evaluate competencies, skills and attitudes of applicants while outlining duties, expectations and compensations of relevant work.
- Ensure fulfillment of required paperwork for new hires, injuries and terminations/resignations.
- Perform duties of wranglers such as grooming and tacking of horses, escorting guests on trail rides, feed, and general ranch maintenance.
- Performed solo mounted rescue mission in Rocky Mountain National Park..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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Bachelor of science in business - 2011(UNIVERSITY OF PHOENIX)

