

ROBERT SMITH

Sr. Hiring Manager

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

SUMMARY

Over the last 10 years gained great perspective in guiding teams and organizations to consistent success, and often achieving leadership positions due to strong communication and attention to detail.

CORE COMPETENCIES

Bilingual, Recruiter.

PROFESSIONAL EXPERIENCE

Sr. Hiring Manager

ABC Corporation - 2008 – 2014

Key Deliverables:

- Oversaw the daily operations of the business; demonstrated current best practices of customer care while establishing new initiatives by analyzing consumer trends.
- Served as first point of contact to customers, recognizing the necessity to provide excellent customer service.
- Advanced position from Bartender to Bar/hiring manager after demonstrating my commitment to the success of the establishment.
- Managed a team of 10 employees, including items such as hiring, training, and scheduling.
- Worked efficiently in a high-volume, fast-paced environment.
- Implementation and integration of sales systems - Provided quality assurance validation with management regarding customer feedback and periodic sales system reports, validating the achievement of objectives on a consistent basis.
- Lead the operations team in determining best course of action in the implementation of new SOP, products and sales technologies as they were rolled out.

Hiring Manager

ABC Corporation - 2007 – 2008

Key Deliverables:

- As the Hiring Manager I was responsible for placing ads on Craigslist and other sites offering opportunities within our company.
- Was hiring an average of 20 new employees per week.
- Each day I would spend about 4 hours training the new employees, getting them oriented and feeling comfortable.
- Was then posting ads on the Internet, finding new ways to get out our name.
- In the afternoon I would hold interviews with prospective employees and then hire them and get their paperwork filled out.
- Would also check on all the new employees for their first few weeks to make sure they were doing okay and re training ones who were not making it.

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- Though I was not required to make sales, on a weekly basis, just through training employees I would make an average of 5-7 sales per week..

EDUCATION

- Associate of Applied Science in Cybersecurity - 2015(Frederick Community College)