

Robert Smith

Hiring Manager/Recruiter

PERSONAL STATEMENT

To obtain a position where collegiate knowledge, internship skills, and experiences can be best utilized. A driven, motivated individual looking to begin a career that I can succeed and grow within.

WORK EXPERIENCE

Hiring Manager/Recruiter

ABC Corporation - September 2014 - November 2015

Responsibilities:

- Contacted up to 100 candidates per day Planned and coordinated logistics and materials for recruitment meetings, new hires, and ad placement.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Maintained a clean reception area, including lounge and associated areas.
- Organized all new hire, security and temporary paperwork.
- Completed data entry, tracked resumes and maintained the applicant tracking system.
- Field Marketing Representative Spearheaded an ambitious waste reduction campaign to promote the San Gabriel Valley goal of energy waste reduction.
- Qualified homeowners for retro-fitting or solar panel installations.

Hiring Manager

Primerica Financial Services - 2011 - 2014

Responsibilities:

- .
- Prospecting over the phone.
- Setting up appointments over the phone.
- Interviewing candidates.
- Leading personal team of agents.
- Promotion to District Leader.
- Presented the Mission Impossible award for achieving Agency Leader two months in a row.

Education

Bachelor of Arts in International Studies - (Virginia Commonwealth University)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Recruiting, Marketing,
Hiring, Hospitality.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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