

# ROBERT SMITH

## Senior IT Recruiter III

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

### SUMMARY

As a bright ambitious person, enjoy working in a fast paced, highly motivating position where can assist others while challenging and expanding knowledge and understanding of the task. Seeking an internship that will utilize expertise, skills and offer the chance for advancement as well as allow the opportunity to gain additional skills and, experience.

### CORE COMPETENCIES

Microsoft Office, SPSS, Calendar Management.

### PROFESSIONAL EXPERIENCE

#### Senior IT Recruiter III

**ABC Corporation - July 2012 – May 2014**

##### Key Deliverables:

- Interfaced with Senior Management to make strategic direction, including the development of recruiting process and metrics.
- Responsible for the implementation of processes involved, managing the overall recruiting initiative and, direct sourcing and successful recruitment of various Levels of IT and Non-IT positions.
- Responsible for driving the recruiting process by identifying, interviewing and, facilitating the hiring of salaried, full-time, W-2 and, Corp to Corp technical employees with the ability to excel in a fast-paced, multi-task, team environment.
- Managed multiple teams dedicated to specific clients.
- Prioritized positions, escalating orders needing additional coverage and executing plans to fill the same.
- Received the requirement from clients through the VMS Portals.
- Allocated the requirement to the team dedicated to specific clients.

#### Senior IT Recruiter

**Delta Corporation - 2008 – 2012**

##### Key Deliverables:

- Trace3 is a Systems Integration firm; I worked for their start-up IT recruitment division.
- Separation due to lack of viable business.
- Senior recruiter tasked to interview high profile IT applicants Able to recruit high profile, difficult to obtain applicants Coordinated with Sales .
- Identify potential candidates, conduct initial phone screens, and review resumes.
- In addition, conduct pre-interview preparatory calls as well as post-interview debriefs with candidates, providing feedback to client contacts in a .
- Full life cycle recruiting for Secret, Top Secret or TS/SCI cleared individuals on a variety of OCONUS and CONUS opportunities Identifying, .
- This is Dummy Description data, Replace with job description relevant to your current role.

# ROBERT SMITH

## Senior IT Recruiter III

Phone: (0123)-456-789 | Email: [info@qwikresume.com](mailto:info@qwikresume.com) | Website: [Qwikresume.com](https://Qwikresume.com)

---

### EDUCATION

- M.S in Finance - (Virginia Commonwealth University - School of Business)