

Robert Smith

Hiring Manager

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SUMMARY

Secure a position with a company that will magnify abilities to their fullest potential for the benefit of the company as well as myself.

SKILLS

Microsoft Office, Web Design, Blogging, Advertising, Research, Written Communication, Written Correspondence, Typing.

WORK EXPERIENCE

Hiring Manager

Enfiniti Global - November 2014 - 2019

- Hire qualifying individuals who are coachable and following simple instructions, willing to receive 20-50 inbound calls a day.
- Must have a professional demeanor and online presence.
- Simply hire on those who are competent and motivated seeking to earn more than the guaranteed salary purposed.
- Hired on ten productive employees this far, received a promotion from the company, looking to acquire the Christmas bonuses for my staff.
- Skills Used Being articulate and relatable.
- Patience and guidance is a true motivator and great manager.
- Readily available to train, coach, and guide employees.

Hiring Manager

Safeway - 2009 - 2014

- Worked with HR doing the Job Application screening, interviewing, background check and drug test.
- Verified and processed I-9 forms W2 forms and all other signed and required forms need by HR.
- emailed and sent original New Hire paperwork to HR.
- Checked email and communicated with Corp.
- office on a daily basis.
- Also, processed termination paperwork and submitted to HR..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BA in Business Management - 2009(DeVry University - Chicago, IL)