

# ROBERT SMITH

## Hiring Manager III

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Growth oriented company to maximize communication, leadership, operational and organizational skills in a team/independent environment.

## EXPERIENCE

### Hiring Manager III

#### ABC Corporation - MARCH 2015 - AUGUST 2016

- Prioritizing numerous resumes in a timely manner.
- Schedule interviews for qualifying candidates Prescreened candidates over the phone Completing the interview and hiring process with each candidate.
- Organize employee orientation and schedule training.
- Conduct an average of 20-35 interviews per week.
- Use Word, Excel, & other Microsoft programs.
- Lead sales rep Promoted to hiring/training manager within two months of hiring Managed a team of 8 employees Set weekly goals for the team Conduct interviews.
- Interview possible employees Train new associates Direct orientation process Schedule appointments and interviews Run background checks New hire paperwork Uses Microsoft proficiently.

### Hiring Manager

#### ABC Corporation - 2012 - 2015

- Dear Hiring Manager I am interested in your open Auto Technician position posted on indeed.com.
- Am interested in the prospect of becoming a member of your team.
- Am a graduate of the Vocational Training Program at Red Rock Job Corps Center with a concentration in Auto Technology.
- My experience in this industry has taught me how to meet and exceed expectations.
- Am confident that I can offer the service and dedication you seek.
- Thank you for your time and I really look forward to this opportunity.
- Sincerely,.

## EDUCATION

- - June 2013(Bellevue College)

## **SKILLS**

Customer Service, Time Management Skills, Calendaring.