

ROBERT SMITH

Certified Hiring Manager

info@qwikresume.com | <https://Qwikresume.com>

Results oriented customer service, Human Resources Recruiter and trainer with a broad range of experience and excellent analytical skills. Areas of expertise include analyzing employees, employer employee relations, providing a relaxing work environment that encourages quality job performance while accomplishing all goals and have a positive work place and experience.

OCTOBER 2014 - JULY 2015

CERTIFIED HIRING MANAGER - ABC CORPORATION

- Interview potential employees, make hiring decisions.
- Reference verifications, background checks, live scan fingerprints.
- Answer telephones, make phone calls offsite and on-site interviews.
- Put together hiring packets, make job offers.
- Hired over 500 employees by selecting qualified candidates to fill all vacant positions.
- Overseeing the hiring process and ensure that all candidates are processed through the Equal Employment Opportunity Policy.
- Conduct and schedule interviews daily to ensure that all candidates meet the hiring process requirements.

2013 - 2014

HIRING MANAGER - ABC CORPORATION

- Posting and tracking job ads.
- Conducting Telephone, Personal, Group Presentation, After-Group and Final Interviews.
- Coordinate all hiring events.
- Complete pre-hire paperwork for new employees.
- Follow up with new candidates and new hires.
- Reports and Tracking Weekly Ad Tracking Weekly Hiring Reports Weekly Hiring Schedule.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Science in Criminal Justice Administration - 1984(California State University, East Bay (Formerly Hayward) - Hayward, CA)

SKILLS

Recruitment/Staffing, Team Work, Training And Development, Conflict Resolution, Hiring And Retention, Team Building, Interviewing, Pride In Performance, Grief Counselor.