

Hiring Manager

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Friendly, punctual, motivated and enthusiastic team player. Focused and successful at multi-tasking and delivering prompt and friendly service to all customers. Customer-oriented with excellent interpersonal and communication skills. Dedicated professional who excels in project and personnel management, Strong leadership and organizational skills.

Skills

Office Administration, Management.

Work Experience

Hiring Manager

ABC Corporation - October 2006 – January 2009

- Supports HR in coordinating and administering the processes for employee interviewing, hiring as well as other departure processes.
- Recruit applicants for open positions, arranging job fairs with college campus representatives.
- Hiring staff this includes developing job descriptions, preparing advertisements, checking application forms, shortlisting, interviewing and selecting candidates Review resumes and credentials for appropriateness of skills, experience, and knowledge in relation to position requirements.
- Communicates with employees in personnel matters and maintains compliance in all areas.
- Maintain open lines of communication with department supervisors and Dept Heads, listening and providing feedback to facilitate the exchange of information to an applicant.
- Developing, with line managers, human resource (HR) planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels.
- Computer Proficient in Microsoft Office, HR-Net, Checkpoint HRIS, ADP, HealthCare Source ATS, Taleo and LinkedIn Recruiter.

Hiring Manager

ABC Corporation - 2001 – 2006

- Online, front line marketing and recruiting.
- 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.
- Work independently and unsupervised.
- Use Word, Excel, & other Microsoft programs..

Education

Bachelor of Science in Health Care Administration - (Long Island University/C.W. Post Campus - Brookville, NY)