

ROBERT SMITH

Lead Hiring Manager

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SUMMARY

Versatile business professional with bachelor's degree experienced in the construction, heavy-automotive, and athletic industries. Held positions in account management, customer service, recruiting, and marketing. Proven ability to build strong relationships, manage, and deliver results.

SKILLS

Inventory Management, Employee Management, Payroll, Spreadsheets, Customer Service.

WORK EXPERIENCE

Lead Hiring Manager

ABC Corporation - March 2015 – August 2016

- Manage the Indiana Territory by managing between 60-120 field employees and hiring safe, skilled, and dependable workers.
- Prospect candidates by networking, cold calling, and reviewing applications to persuade candidates to work for PLS.
- Conduct daily interviews, weekly orientations, terminations, and provide conflict resolution for problems or struggles any particular employee encounters.
- Negotiate employees salaries and work locations.
- Successfully hired over 100 field employees with only one OSHA recordable and zero lost time.
- Spearheaded and improved employee retention rate problems by changing hiring standards and advertisement avenues.
- Managed MTI project which yielded a 62% increase in the number of electricians hired by PLS and created a lasting partnership.

Hiring Manager

ABC Corporation - 2013 – 2015

- Recruit and hire new teammates.
- Train new teammates.
- Provide excellent customer service.
- Keep store up to company visual standards.
- Handle payments and deposits for the day.
- Encourage and help teammates reach weekly goals.
- Prepare and gather information for weekly meeting..

SCHOLASTICS

- B.S. in Business Administration - (John F. Welch College of Business)