

HR Specialist

ROBERT SMITH

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

Objective

Human Resources professional successful working in fast-paced changing environments demanding strong interpersonal, time management, and technical skills with a successful record of building and improving processes.

Skills

ADP, Salesforce, cornerstone, Sharepoint.

Work Experience

HR Specialist

ABC Corporation - September 2010 - May 2011

- Developed, maintained and proactively built a pipeline of candidates for open positions through proactive sourcing and recruiting both passive and active candidates.
- Provided recruitment support to hiring managers including developing position descriptions, recruitment advertising, reviewing resumes and screening applicants and managing the interview process.
- Conducted proactive searches utilizing creative and cost-effective sourcing methods and networking strategies, including internal sources such as employee referrals and encouraging employee development.
- Built strong internal/external relationships and proactively recruit through a variety of sources, including internet, professional associations, networking, ads, college recruiting and job fairs.
- Responsible for pre-screening and scheduling all candidates for interviews; including processing background and credit checks for applicants.
- Coordinated employment testing for candidates, reviews assessment scores and candidates qualifications to determine eligibility.
- Oversaw preparation of new hire paperwork and managed on-boarding process.

HR Specialist

ABC Corporation - 2008 - 2010

- In a contract term of five months, I was hired into a position to teach (via automated PowerPoint show) veteran employees as well as new employees the different department operations - ranging from novice to intermediate level.
- With no experience or knowledge of the forging industry, I had to learn quickly.
- In order to create the training material, I observed the different operations extensively, and met privately with department managers to discuss the main topics they wanted conveyed.
- During the stretch of my term, I requested the HR manager to allow me in partaking a creative project.
- The final result consisted of a music video with a voice over of the companys mission statement.
- The completed video was received enthusiastically by not only my manager, but several colleagues I developed relationships with as well.

- The following link is the video I produced, along with the voice over Hirschvogel Mission Statement..

Education

Bachelor of Science in Public Relations & Marketing - (Johnson C. Smith University - Charlotte, NC)