

Explanation of Gap Example

ABC Bank of the U.S.

Diversity and Inclusion Specialist

Chicago, IL

September 2018 to Present

- Responsible for assisting with developing and implementing Inclusion and Diversity programs and initiatives in support of workforce, workplace, and marketplace strategies.
- Utilize program and project management experience to execute programs and projects related to employee resource groups (ERGs) and talent acquisition and staffing outreach.
- Special projects relating to analytics, reporting and communications.

*Planned leave of absence

September 2016 to August 2018

Recruiters R Us

Managing Recruiter

Chicago, IL

October 2009 to August 2016

- Cultivated strong relationships with business leaders, industry professionals, and partner organizations.
- Developed and researched leads in order to set meetings with prospective clients; tracked leads in CRM database.
- Managed speaking engagements with corporate clients and partner organizations in order to increase leads and exposure.
- Sourced candidates via social media and traditional avenues.
- Screened and interviewed candidates for legal, real estate, banking, and administrative positions; conducted reference checks.
- Located passive candidates via social media and other research methods.