

Jason Bourne

Recruiter

Contact: +91 9123456780
Email: jason.bourne@email.com
LinkedIn: [linkedin.com/jason-bourne](https://www.linkedin.com/jason-bourne)
GitHub: github.com/jason-bourne
Portfolio: jason-bourne.netlify.com
Location: New York, US

SUMMARY

Highly accomplished recruiter with over **10 years of experience**, leveraging expertise in **Executive Search, Talent Acquisition, and Recruitment Process Outsourcing** to drive successful hiring initiatives at **Jobbie**.

SKILLSET

Technical Skills: Recruitment Software Proficiency, Online Search and Sourcing, Job Posting and Advertisement, Resume Screening and Filtering
Business Skills: Strategic Hiring Planning, Talent Pipelining and Forecasting, Employee Relations and Management, Compliance and Regulatory Affairs, Client and Stakeholder Management

WORK EXPERIENCE

Jobbie June 2015 – Aug 2024
Senior Recruiter Mumbai, India

- [Add up to 5-8 points, emphasize[bold] on phrases and skills, write points starting with a verb, of max 10-15 words]
- Conducted market research to identify **potential sales partners** for the company through cold calling and other means.
- Delivered presentations to showcase the company's **products and services**, effectively communicating **value propositions** and **unique selling points**.
- Provided **comprehensive product training** to sales partners, equipping them with the knowledge and tools necessary to promote and sell the company's offerings.
- Managed relationships between the company and sales partners, addressing **issues and concerns** to ensure smooth collaboration and maximize **sales and opportunities**.

ApnaBot May 2010 – Aug 2013
Junior Recruiter Goa, India

- [Add relevant 4-6 point for a prior role, emphasize[bold] on phrases and skills, write points starting with a verb, of max 10-15 words]
- Conducted market research to identify **potential sales partners** for the company through cold calling and other means.
- Delivered presentations to showcase the company's **products and services**, effectively communicating **value propositions** and **unique selling points**.
- Provided **comprehensive product training** to sales partners, equipping them with the knowledge and tools necessary to promote and sell the company's offerings.
- Managed relationships between the company and sales partners, addressing **issues and concerns** to ensure smooth collaboration and maximize **sales and opportunities**.

PROJECT EXPERIENCE

Market Analysis Jan 2009 – March 2009

- Developed detailed **SWOT analysis** to assess the strengths, weaknesses, opportunities, and threats in the market, providing insights for strategic decision-making.
- **Presented findings and recommendations** to senior management, facilitating informed decision-making regarding the product launch strategy.

Market Analysis Jan 2009 – March 2009

- Conducted market research to develop a **detailed SWOT analysis**, assessing **market strengths, weaknesses, opportunities, and threats** for strategic decision-making.
- Presented **market findings and recommendations** to senior management, facilitating informed decision-making regarding the **product launch strategy**.

CERTIFICATION

Six Sigma Certification from XXXXXXXX

EDUCATION

NYU 2007 – 2010
BA, Business Administration
Cumulative GPA: **3.75/4.00**