

Formatting Your Awards and Achievements

Recruiters R Us

MANAGING RECRUITER

Chicago, IL

October 2011 to August 2013

- Cultivated strong relationships with business leaders, industry professionals, and partner organizations.
- Developed and researched leads to set up meetings with prospective clients; tracked leads in CRM database.
- Managed speaking engagements with corporate clients and partner organizations 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.
- Achieved Top Recruiter status for the Central Region for the first quarter of 2012
- *Authored an interview strategy book that reached No. 1 on the Amazon Hot New Release list in the Job Hunting & Careers category*

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