

Explanation of Gap Example

WORK EXPERIENCE

ABC Bank of the U.S.

Chicago, Illinois

DIVERSITY and INCLUSION SPECIALIST

September 2013 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 2012 to August 2013

Recruiters R Us

Chicago, Illinois

MANAGING RECRUITER

October 2009 to August 2012

- Cultivate strong relationships with business leaders, industry professionals, and partner organizations.
- Develop and research leads in order to set meetings with prospective clients; track leads in CRM database.
- Manage speaking engagements with corporate clients and partner organizations in order to increase leads and exposure.
- Source candidates via social media and traditional avenues.
- Screen and interview candidates for legal, real estate, banking and administrative positions; conduct reference checks.
- Locate passive candidates via social media and other research methods.