# VOLUNTEER HR -IVOLUNTEER

## Summary

Sponsorship not required to work in the US A successful Human Resources Professional, with a Masters qualification in Human Resources and experience in a challenging environment Key skill sets include Recruitment - Recruitment efforts, scheduling, posting positions, follow up and offer letters. Seasoned executive with 10 + years Staffing, Technology Recruiting and Staffing experience with a highly successful track record at big firms such as Nokia and also Small-Midsized & Start-up IT services firms. Extensive hands-on experience in recruiting IT talent in the US and India marketplace and driving talent acquisition with sourcing teams. Besides corporate sector, have also been engaged with Non-profit sector in the same role for a while. Key Strength/ Experience include: Extensive experience with high-volume recruiting responsibilities within start-ups and corporate environments. Partnering with hiring managers to understand the skills and background requirements for each opportunity and provide expert advice and coaching to hiring managers throughout the recruitment process. Conduct employment advertising campaigns and programs by developing and managing a network of recruitment and referral resources including but not limited to networking with schools, colleges, minority organizations, state employment services, other employers and professional associations. Participate in recruitment, interview and selection of candidates for all levels of position openings and promote a work environment that openly embraces individuals with diverse backgrounds and experiences. Source, screen, evaluate and select candidates through a structured recruitment process designed to obtain the best candidates. Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information. Utilize knowledge of multiple recruiting sources such as Dice, Monster, Hot jobs, 3rd party vendors, Independent consultants and execute various recruiting strategies. Generate qualified candidates through cost-effective efforts (i.e., alternative sourcing). Utilize a resume database for sourcing and tracking of all candidates. Proficiency with employment interviewing techniques and applicant appraisal. Demonstrated oral presentation and written communication skills. Excellent relationship management skills to develop successful networks within senior management, staffing teams and HR Partners. Ability to handle volume recruiting in a fast paced, (un) structured environment, adhering to strict deadlines. Extensively worked on Taleo tool. Dynamic and result-oriented individual with years of technical recruiting experience, focused in the placement of Software Engineers/Architects (Distributed and Mainframe), Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Technical Program/Product/Project Managers, Development Managers, and Business Analysts. Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills. Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing. A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills. Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity. Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously Placed high-end technical professionals in the area of Information Technology Industry in contract and full-time positions. Specialized in Software Engineers/Architects (Distributed and Mainframe), Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Technical Program/Product/Project Managers, Development Managers, and Business Analysts.

## Highlights

## Experience

**Volunteer HR -iVolunteer , 06/2009 - 10/2015**

- Job Profiling - From key job requirements to job postings Provide support for recruitment activities.
- Researched job boards and resume database to search right skilled candidates.
- Candidate Suitability analysis for job requirements based on candidate motive and Contacting candidates and scheduled interviews.
- Monitored job contracts and agreements to be renewed.
- Conducted reference checks and provided the same information to recruiters.
- Developed global recruiting presentations for International HR teams.

- As a Non-Profit sector recruitment, matching unique job requirements with candidate fitment becomes an important aspect in this role.
- The responsibility covers not just finding the right skill set for the job but also includes trying to do candidate behavioral fitment to the job requirements.
- The unique requirements are from different walks of life spanning across a broad range of functional areas.

Technical Recruiter , 01/2007  -  01/2008 City , State

- Responsibilities.

Technical Recruiter , 03/2006  -  01/2007 Company Name  -  City , State

- Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking, job fairs, and other strategies.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Performed extensive recruiting for Senior Software/Database Developers with heavy focus on technologies such as: C/C++, (Windows & UNIX/Linux), .NET, Java/J2EE, SQL Server, and Oracle.
- Consistently