

SENIOR MEDICAL RECRUITER

Summary

Versatile, results-oriented, responsible professional with creative and business achievements in Health and Fitness Industry, Service Industry, Medical Recruiting Industry, as well as Customer Service Industry. A person who has the proven ability to meet business needs with creative solutions, one who consistently demonstrates a passion to excel in business development for her customers and her company, one who utilizes diverse strategies woven with focused qualification techniques, consultative persuasion methodology, strategic product positioning, creative proposals, all leading to a customized solution.

Highlights

- Microsoft Word
- Microsoft Office
- Excel
- Sales Force
- Power Point
- Highlights
- Superior communication skillsMS Office proficient

Experience

Senior Medical Recruiter

May 2013 to July 2015 Company Name - City , State

- Managed my own team within 4 months of being hired.
- Received 2 promotions for the duration of me being with the company.
- Fielded an average of 20-30 customer service calls per day.
- Confirmed that appropriate changes were made to resolve customers' problems.
- Trained new employees on company customer service policies and service level standards.
- Conducted reference and background checks on all job applicants.
- Developed creative recruiting strategies that met anticipated staffing needs.
- Communicated the duties, compensation, benefits and working conditions to all potential candidates.
- Managed all phases of recruitment, including defining hiring management needs and posting available positions.
- Developed reports on employee headcount, monthly HR reports and quarterly training reports.
- Contacted all job applicants to inform them of their application status.
- Researched and recommended new sources for candidate recruiting.
- Maintained an accurate candidate tracking system.
- Reviewed applications' resume/curriculum vitae.Placed and assigned employees at clinics, hospitals, and other medical facilities.
- Communicated efficiently with employers and employees ensuring the needs of both are met in a timely and effective manner.
- Performed background checks on potential employees, as well as checking upon given references, transcripts, and credentials.
- Negotiated salary, problem-solving, and counseling and established rapport with the candidate.
- to Current Allen to.

Personal Assistant

September 2009

- Assisted older adults with weight training programs by setting up equipment and providing detailed instructions.
- Encouraged clients to engage in group fitness classes and other activities in the gym to meet fitness goals.
- Led weekly meetings to review performance and offer direction, motivation and guidance toward achieving individual and Plano TX Dallas TX Coursework in Exercise Science and

Nutrition Science Sourcing Services International Handled incoming and outgoing correspondence, including mail, email and faxes.

- Screened telephone calls and inquiries and directed them as appropriate.
- Devised and maintained office systems to efficiently deal with paper flow.
- Created expense reports using Microsoft Excel spreadsheets.
- Conducted extensive online and phone research.

Personal Trainer

Company Name

- Fitness in Motion, Energy Fitness, DFW Surf Taught clients how to modify exercises appropriately to avoid injury.
- Recorded training sessions and maintained package rates for each client.
- Contributed to increases in sales for the personal training department.
- Participated in club promotions to recruit new members and increase club sales.
- Met minimum monthly revenue, service and customer satisfaction goals.
- facility goals.

Education

Associate of Science : Nursing Collin County Community College Nursing

Coursework in Human Anatomy and Physiology Certified Nutritionist Attended Sports Nutrition seminar Certified Weight Management Consultant Cooper Institute Of Dallas

Personal Information

2004, US 2013, US

Interests

Big Brothers/Big Sisters (Dallas, Texas) 2002-2004 Race For The Cure (Dallas, Texas) 2008-Present Habitat For Humanity (Dallas/McKinney, Texas) 2009-Present Park Tavern Toys For Tots (Dallas, Texas) 2012 SMU Alumni-Action for Autism (Dallas, Texas) 2012 Meals On Wheels (Dallas, Texas) 2012 Dallas Darlins (WAFL) Arena Football League (Dallas, Texas) 2013 Interests Golf Rock Climbing Yoga Hiking Paddle Boarding Crossfit Group/Team Motivating Giving Back/Helping the community Cycling 03/1999 01/1998

Skills

Anatomy, benefits, communication skills, counseling, client, clients, customer satisfaction, customer service, Dependable, direction, email, Staff training, expense reports, faxes, hiring, HR, Management Consultant, meetings, Microsoft Excel, Excel, mail, Microsoft Office, MS Office, office, Power Point, Microsoft Word, organization skills, Physiology, policies, problem-solving, rapport, recruiting, recruitment, research, Sales, scheduling, spreadsheets, staffing, team player, telephone, phone, training programs

Additional Information

- Volunteer Experiences Big Brothers/Big Sisters (Dallas, Texas) 2002-2004 Race For The Cure (Dallas, Texas) 2008-Present Habitat For Humanity (Dallas/McKinney, Texas) 2009-Present Park Tavern Toys For Tots (Dallas, Texas) 2012 SMU Alumni-Action for Autism (Dallas, Texas) 2012 Meals On Wheels (Dallas, Texas) 2012 Dallas Darlins (WAFL) Arena Football League (Dallas, Texas) 2013 Interests Golf Rock Climbing Yoga Hiking Paddle Boarding Crossfit Group/Team Motivating Giving Back/Helping the community Cycling 03/1999 01/1998 TX 2004 US 2013 US