
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ H: (555) 432-1000 ♦ C: ♦ resumesample@example.com ♦ Date of Birth: ♦ India: ♦ : ♦ single: ♦

SUMMARY

Obtain a physician/ provider recruiting position where 12 years of US Army and civilian work experience can be used to serve as a force multiplier. Planning, developing and implementing effective Physician and Provider sourcing (traditional and non-traditional) and recruitment initiatives designed to ensure there is a stable and consistent workforce of employed physicians/providers. Responsible for full life cycle management and retention of assigned Healthcare Professionals. Assumes responsibility for day-to-day operational management of all activities and functions in a designated program area within a line or staff department, including developing, implementing, evaluating program policies, procedures and standards; determining program service levels and enhancements; developing and monitoring program budgets. Key Qualifications
Manangement Security Instruction Risk management

HIGHLIGHTS

- Security
- Management
- Risk Management
- Interviewing
- Coaching
- Mentoring

ACCOMPLISHMENTS

Top Recruiter
Top Health Care Recruiter

EXPERIENCE

Project Manager/Healthcare Recruiter, 11/2015 - Current

Caris Healthcare ♦ Greenville, TN,

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards where applicable for the assigned program; interprets and complies with all applicable federal and state regulations.
- Plans, organizes, administers, reviews and evaluates the work of subordinate professional, technical, support and operational staff where present, through subordinate supervisors and lead workers.
- Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning and financial analysis, including assisting in preparation of specialized program and project budgets to include staffing and operational needs.
- Screen, network, interview, and recommend candidates for employment.
- Provides leadership and direction in all aspects of the establishment, implementation, promotion, and administration of Government Contracting programs Develop relationships with local businesses to grow customer base.
- Evaluate selection and placement techniques by conducting research, follow -up activities, and conferring with members of management.
- Work independently, make independent judgements regarding hiring decisions with job candidates.
- Post positions on appropriate Internet and social media sources.
- Maintain relationships by scheduling customer visits and candidates interviews.
- Build relationships with customers.

Health Care Recruiter, 09/2012 - 11/2015

Caris Healthcare ♦ Myrtle Beach, SC,

- Conducts recruiting operations in an area covering 143,313 miles in order to procure qualified health care professionals for the Army and Army Reserves.
- Assisted the center in achieving 142% of the mission for fiscal year 2014 resulting in 24 health care professionals for the company.
- Manages and successfully completes entire Physician/Provider recruitment process in 17 colleges and 77 hospital programs.
- Which includes, but is not limited to the following/coordination of the initial and on-going contact with applicants/assessment and screening of applicants/scheduling candidates for interviews/ensure reference checks are completed/solicit and record comments/issues from candidate and interviewers/ answer questions/closure of any follow-up actions, preparation of application checklist, coordination of approval/ conduct background checks/verification of license(s), certifications and of complete execution of contracts.

- Attends national, state and local medical conventions for qualified health care professionals.
- Selected Top Recruiter Award for the El Paso Medical Recruiting Organization for fiscal year 2014
- Awarded Top performing center in the Company for fiscal year 2014 Responsible for Government equipment valued at \$50,000.

Health Care Recruiter, 07/2008 - 09/2012

Hd Supply â€” MO, State,

- Managed and successfully completed entire Physician/Provider recruitment process for 11 health care professionals resulting in being selected as the Regular Army Recruiter of the Year for 2011 Coordinates recruiting activities in an area covering 16,920 miles in 32 colleges and 58 hospitals for medical students, residents, fellows and currently practicing Physicians and Providers throughout the country at conventions, colleges, universities, and career fairs.
- Initiates and executes sourcing plans and activities to ensure the needs and requirements of the organization are achieved.
- Achieved the 2nd highest award in Army Recruiting by earning the Gold Recruiting Ring after completing 225% of the recruiting goal for fiscal year 2011 Earned Top Medical Recruiter for 2011 in the recruiting organization Conducted two recruiting events per month in order to procure qualified health care professionals/while saving over \$5000 for the 2011 fiscal year.

Recruiter, 08/2005 - 07/2008

US Army â€” City, STATE,

- Supervised, trained an office of recruiters in prospecting, interviewing techniques, marketing and organization of civil awareness programs.
- Plans and supervises recruiting function such as office administration, public relations, high school and liaison programs/ personally responsible for the office accomplishing its recruiting objectives Responsible for accomplishment of Department of the Army assigned quality and volume enlistment objectives/ conducts daily telephone and face to face prospecting including personal interviews/ counsels applicants on the Army's advantages and various enlistment programs and options/verifies basic eligibility for enlistment/ prepares enlistment files and waivers/ establishes and maintains close coordination with high school and community officials in order to implement and conduct a variety of Army Recruiting and Awareness Programs High School and College Programs and Soldier Training Program Management/ Sustainment Knowledge and recruiting experience led to increased production from the previous year.

EDUCATION

Bachelor of Arts Multidisciplinary Studies: General, March 2016

-

Grantham University - Lenexa, KS

GPA:

Army Recruiter Course Fort Jackson, SC Army Recruiter Course Fort Jackson, SC Army Health Care Recruiter Course Fort Jackson, SC Recruiter Trainer Course: Recruiting, 2008

-

Health Care Recruiter - Columbia, SC

GPA:

ADDITIONAL INFORMATION

- Awards Top Medical Recruiter 2011 Health Care Recruiter of the Year 2011 Gold Recruiter Ring 2011 Gold Badge Recruiter Award Good Conduct Medal (8th award) Army Achievement Medal Army Commendation Medal United Nation Service Medal Army Superior Unit Award

SKILLS

administrative duties, Army, attention to detail, basic, budgets, contracts, SC, direction, financial analysis, Government, hiring, leadership, marketing, office, network, office administration, policies, Program Management, promotion, public relations, quality, Recruiting, recruitment, Recruiter, research, scheduling, staffing, strategic planning, telephone, Trainer