

VONDA SPENCE

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Seasoned staffing recruiter with 12+ years' experience in the healthcare recruitment industry. Excellent understanding of the needs of different health care employers and talented at matching candidates to the ideal role according to their skills and experience, Strong negotiator and adept at selling the merits of candidates to potential employers.

EDUCATION

BACHELOR OF SCIENCE IN HUMAN RESOURCE DEVELOPMENT

University Of Houston, Houston, TX
September 2004 -June 2008

KEY SKILLS

- Multi-tasking and prioritization
- Persuasion and sales
- Microsoft Office Suite
- Customer service
- Data protection
- Independent and team working
- Excellent organization skills
- Clear written and verbal communication

PROFESSIONAL EXPERIENCE

STAFFING RECRUITER

HealthTrust Workforce Solutions,
Houston, TX
September 2014 - Present

- Screen candidates and correctly match job seekers with vacancies according to the job description, successfully placing over 100 health care workers in 2020
- Negotiate salaries on behalf of candidates and make arrangements for starting dates and onboarding
- Leverage professional connections and networking events to source new clients and candidates, increasing the agency's client base by 21% last year
- Train new hires to improve their efficiency and placement matching ability, onboarding nine recruits in 2020

HEALTH CARE RECRUITER

Randstad, Houston, TX
July 2008 ■ September 2014

- Multi-tasked in a high-pressure and fast-paced environment, managing longer-term placements while simultaneously handling emergency calls from health care facilities
- Used persuasive skills to promote the benefits of various employers to job candidates
- Maintained accurate candidate records and safeguarded their sensitive information according to data protection laws
- Clearly communicated workplace expectations to candidates and dealt with issues and escalations promptly and professionally