

I am a HR Manager specialist who has 5 years' experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies, implementing systems for managing staff benefits.

CONTACT INFO

Email: hello@reallygreatsite.com
Website: www.reallygreatsite.com
Social media: @reallygreatsite
Address: 123 Anywhere St., Any City,
State, Country 12345

CORE COMPETENCIES

- Headhunting experience
- Familiar with HR analytics tools
- High Interviewing skills
- Strong networking and communication skills
- Managing offboarding employees
- Proactive, initiative, creative and engaged

AWARDS

Best Outstanding Employee
of The Year (2021)

Best Outstanding Employee
of The Year (2020)

HARPER RUSSO

LEAD RECRUITER

PROFESSIONAL SUMMARY

EXPERIENCE

HR Assistant/ Recruiter
Ginyard International Co. 2020–2021

- Develop and update job descriptions and job specifications
- Post Ads on different hiring websites, Facebook, Instagram another hiring platform
- Review Candidates
- Schedule Interviews for HR
- Provide Feedback about candidates to HR

Lead Recruiter
Larana. Inc. 2021–NOW

- Performing Full Life Cycle Recruitment
- Cooperate with freelance recruiters and agencies
- Ensuring a steady flow of candidates for open positions
- Work on employer brand together with Employer Brand Manager

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EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION
Borcelle University | 2015-2019
3.85/4 GPA

MASTER IN HUMAN RESOURCE MANAGEMENT BUSINESS
Business Academy | 2019-2021
3.85/4 GPA

Postgraduate Certificate | 2019
Certificate in core HR functions