

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Recruitment Coordinator- Company / Location

MONTH YEAR - Present

- Job Description: Implemented talent and acquisition methods, conducted background checks, coordinated interviews, and organized successful job fairs.
- Results: Recruited over 25 full-time employees and 50 part-time employees with stellar performance and enhanced hiring advertisements and job posts, resulting in 35% higher response rates from qualified candidates.
- Additional Competencies: Experience applying marketing strategies and SEO techniques to the recruiting process
- Other: Saved the company thousands of dollars by investigating and pursuing grants for hiring new employees, like veterans.

Human Resources Manager- Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Motivated and trained the HR team in best practices, conducted interviews, oversaw job postings, helped coordinate job fairs, provided lasting conflict resolution, and managed tasks of 15+ employees.
- Results: Added 20 qualified employees to various company departments resulting in improved operations, higher output, and high satisfaction scores on customer and employee reviews.
- Additional Competencies: Exceptional decision-making techniques. Experience coordinating events like job and college fairs.
- Other: I implemented an intern program that positively transformed the training and hiring process company-wide.

Project Experience

- Guest Lecturer: Speaker at HR conferences and training seminars
- Job Fairs: Organized and coordinated job fairs, resulting in networking opportunities for the team and an influx of qualified candidates.

Education

Master’s Degree in Human Resources - Purdue University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor’s Degree in Business Studies - Michigan State University

May 2009

- GPA: 4.0
- AWARD
- AWARD

Skills

Expertise

- Analytical skills
- Teamwork and relationship-building skills
- Strong leadership skills
- Technical software skills
- Strong verbal and written communication skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Personnel Consultant (CPC)
- IPMA-CP Certified
- SHRM-CP Certified