

NAME

TITLE

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

Profile

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Experience

Recruitment Manager - Company / Location

MONTH YEAR - Present

- Job Description: Inspired and managed a team of 20 junior recruiters, implemented policies and software to increase communication and efficiency, and acted as the go-to for conflict resolution, brainstorming, and professional insight.
- Results: Aided Fortune 500 companies to hire the most qualified candidates, improved workplace efficiency by 30% for day-to-day tasks, and decreased turnover by boosting internal morale.
- Additional Competencies: High-level discretion and decision-making skills while analyzing and consulting with candidates or employers. Innovative talent acquisition techniques honed with years of industry experience and education.
- Other: Year-end employee satisfaction reviews ranked my management performance the highest in company history.

Acquisition Specialist - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Evaluated potential candidates, developed strategies for analyzing future acquisitions, negotiated excellent terms for contracts and salaries, and produced flawless records and reports.
- Results: Provided over 50 companies with high-level talent pools that met the criteria for the required roles. Consulted with 30+ businesses on how to improve hiring strategies, uphold the law, and efficiently analyze potential candidates.
- Additional Competencies: Created Diversity Awareness strategies and developed onboarding packages and compensation structures for new hires and their employers.
- Other: I built my acquisition business from scratch by networking with employers and universities and developing loyal relationships with my customers.

Project Experience

- Guest Lecturer: Keynote speaker at multiple Diversity Awareness and HR conferences
- Published Scholar: I published my research in five scholarly articles about hiring strategies, resume analytics, and the importance of diversity in the workplace.
- Advocacy and Outreach: 100+ hours invested in community employment programs, including organizing clothing drives for interviews and assisting students with resume building.

Education

Master’s Degree in Human Resources - Purdue University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor’s Degree in Human Resources - Michigan State University

May 2009

- GPA: 3.9
- AWARD
- AWARD

Skills

Expertise

- Thorough knowledge of employment law and practices
- Eager to learn with the ability to actively listen to constructive criticism
- Highly adaptable with strong critical thinking skills
- Proficient in SEO, social media, and digital marketing
- Exceptional communication and public speaking skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Senior Professional in Human Resources (SPHR) Certification
- Certified Social Sourcing Recruiter (CSSR)