

# RESUME\_TEMPLATE

## Recruiter

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resumetemplatecv.com

### EDUCATION

2009-2013

**M.A Business Administration**  
– Atlanta University, GA

2000-2009

**High School** – Atlanta High School

### SKILLS

- Strong network of executives in multiple fields and industries
- Good communication skills
- Excellent organizational skills
- Exceptional critical and analytical skills
- Good leadership skill
- Great interpersonal skills
- Ability to work harmoniously with the rest of the team
- Positive outlook
- Fluency in English, Spanish and French
- Proficiency in MS Office Applications

### COURSES

- Economics
- Entrepreneurship and Innovation
- Social Entrepreneurship
- Quantitative Analysis
- Statistics
- Accounting
- Marketing
- Strategy
- Finance
- Management Communications
- Operations Management
- Leadership and Ethics

### OBJECTIVE

To seek employment as an Recruiter at one of the leading companies in the state of North Carolina and to devote my skills to a company that will appreciate and recognize my expertise.

### EXPERIENCE

2016-Present

**HEAD RECRUITER** – Modern Arts Inc, Atlanta, GA.

- In charge of recruiting new employees working within the company
- Studies and investigates the education, work experience and personality of the candidates
- Informs interested applicants regarding job vacancies with the use of media boards, company magazines and newsletters, staff meetings, and intranet connections
- Trains the successful candidate in performing his new job in a short span of time
- Searches for new applicants for the recently vacated position
- Supervises the employment activities of junior Recruiters

2014-2016

**SENIOR RECRUITER** – My Dream Inc, Atlanta, GA

- Assisted the head of the recruitment department in conducting several conscriptions
- Posted and advertised job vacancies as needed through different mediums – print, audio, virtual.
- Toured the different Cisco branches in search of the appropriate company employee who will fit the job opening
- Interviewed shortlisted job applicants
- Selected and hired the employees for the job openings after careful consideration of their interview, education, experience, trainings attended, etc.
- Trained the new employees for their new field of work

2013-2014

**JUNIOR RECRUITER** – My Dream Inc, Atlanta, GA

- Assisted the Senior Recruiters in hiring in-house employees for new job openings
- Aided the Head Recruiters in touring the country in search of new workers from SAS institute satellite offices
- Collated and gathered resumes and CVs of applicants and presented them to the Senior Recruiters for their consideration
- Coordinated the interview times of selected applicants and provided the interviewers with the needed documents
- Processed the documentations needed for hiring applicants
- Assisted the Senior Recruiters in looking for other employees to fill in the job opening left by the recently recruited employee