

---

## Campus Recruiting Manager Resume

---

### Job Objective

Qualified Campus Recruiting Manager seeking work with an existing company in which to put my skills and knowledge to good use.

---

### Highlights of Qualifications:

- Outstanding experience to prepare financial budgets for all campus hiring programs
  - Exceptional knowledge of Peoplesoft ATS
  - Deep knowledge of maintaining all confidential information
  - Ability to manage multiple projects for various programs
  - Ability to work on Taleo Applicant Tracking system
  - Excellent communication skills in both oral and written forms
  - Ability to manage multiple projects and prioritize same
  - Solid understanding of all recruitment and employment regulations
  - Proficient in MS office applications
- 

### Professional Experience:

Campus Recruiting Manager  
Deloitte, Lancaster, CA  
October 2008 – Present

- Developed and maintained professional relationship with all college and university recruitment staff.
- Assisted to maintain optimal relationships with university staff and student organizations.
- Performed regular evaluation of all recruitment plans.
- Analyzed effectiveness and maintained all school data and required demographics.
- Planned and designed an efficient hiring calendar.
- Prepare Campus Hiring financial budget and maintained it.
- Ensured usage of all best practices for Campus Hiring activities.

Recruiting Specialist  
SOS International Ltd, Lancaster, CA  
August 2003 – September 2008

- Maintained all recruitment information confidential for all personnel files and candidate applications.
- Participated in various career fairs and community outreach programs.
- Managed all talent for various sourcing techniques.
- Performed regular screening of all candidates and assisted in selection.
- Prepared required materials and monitored travel for candidates.
- Maintained electronic human resource management system and update all information on system.
- Ensured compliance to all applicable laws for company policies.

Recruiting Coordinator  
Active Network, Inc., Lancaster, CA  
May 1998 – July 2003

- Managed all requisitions for Taleo Applicant Tracking System.
  - Coordinated with recruiters and applicants and confirmed all interviews.
  - Maintained correspondence with recruiters and hiring managers.
  - Conducted orientation for all new hires and ensured accuracy.
  - Assisted in all special provisions for employees for various business units and provided offer letters as per requirement.
  - Organized and conducted various employee morale building events.
- 

### Education:

Bachelor's Degree in Human Resources  
Medgar Evers College, Brooklyn, NY

[Build your Resume Now](#)