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## College Recruiter Resume

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### Job Objective

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Seeking a College Recruiter position in a reputable company that permits me to utilize my recruiting skills and knowledge.

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### Highlights of Qualifications:

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- Remarkable experience in developing and executing a college recruiting program
  - Huge knowledge of higher education industry
  - Good understanding of college recruiting best practices, trends and processes
  - Deep knowledge of formalized applicant tracking systems
  - Proficient with Applicant Tracking Systems, PeopleSoft and MS Office
  - Ability to identify candidates through attendance at local and regional career fairs
  - Excellent organization and time management skills
  - Superior communication skills
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### Professional Experience:

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#### College Recruiter

Lehigh Carbon Community College, San Angelo, TX

June 2006 – Present

- Coordinated with recruiting teams.
- Participated in events held at universities.
- Conducted recruiting strategies and assisted recruiting teams.
- Managed interview logistics and gathered feedback from recruiting teams.
- Collected candidates in market for openings.

#### College Recruiter

Verizon, San Angelo, TX

January 2002 – May 2006

- Evaluated market forces and sourced talent.
  - Scheduled and participated in recruiting events.
  - Managed college recruiting activities.
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### Education:

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Bachelor's Degree in HR

Woodbury University, Burbank, CA

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