

---

## Diversity Recruiter Resume

---

### Job Objective

An expert Diversity Recruiter, aspiring for a job in a growth oriented organization where my recruiting experience can be used for making a positive contribution in the human resources department.

---

### Highlights of Qualifications:

---

- Remarkable experience in Diversity recruitment
  - Deep knowledge of diversity recruiting process
  - Wide knowledge of internet sourcing and recruitment
  - Proficient with HRIS systems, Recruiting Applicant Tracking Systems ATS, networking tools and MS Office
  - Ability to select and recruit passive candidates
  - Ability to plan and execute diversity networking events
  - Superior communication, organizational, time management and customer service skills
- 

### Professional Experience:

---

#### Diversity Recruiter

The Lubrizol Corporation, Whitstran, WA

June 2006 – Present

- Gathered fresh resources to search for candidates.
- Aided as intermediary between candidates and hiring authorities
- Selected candidates from varied sources.
- Coordinated with hiring authorities.
- Interpreted company's diversity objectives to candidates.

#### Diversity Recruiter

TEKsystems Corporate, Whitstran, WA

January 2002 – May 2006

- Managed sourcing to fill positions and outline pipeline.
  - Carried out structured phone interviews.
  - Maintained status updates and process improvisations.
  - Analyzed candidate resumes and recognized new strategies.
  - Conducted direct recruiting and sourcing activities.
  - Handled interview scheduling and smoothened offer process communication.
- 

### Education:

---

#### Bachelor's Degree in Business

McNeese State University, Lake Charles, LA Master's Degree in Business Administration

Patten University, Oakland, CA

[Build your Resume Now](#)