
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
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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.
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Education:

Bachelor's Degree in Business
McNeese State University, Lake Charles, LA
Master's Degree in Business Administration
Patten University, Oakland, CA

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