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## Entry Level Recruiter Resume

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### Job Objective

Seeking the position of an Entry Level Recruiter, where I can make effective use of my experience and recruiting skills towards achieving the goals and objectives of the organization.

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### Highlights of Qualifications:

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- Remarkable experience in professional staffing and recruiting
  - Huge knowledge of Technology Recruiting
  - Deep knowledge of Recruiting and HR concepts
  - Proficient in MS Office
  - Ability to meet targets
  - Excellent time management and problem solving skills
  - Superior communication, organizational and documentation skills
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### Professional Experience:

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Entry Level Recruiter  
Ensicon Corporation, Birmingham, AL  
June 2006 – Present

- Established recruiting strategies and analyzed candidate strengths.
- Bargained wage rates and as well as terms and conditions of employment.
- Carried out pre-employment processes.
- Handled contract employees and evaluated contractor related problems.
- Assisted Account Managers and coordinated with others.

Entry Level Recruiter  
Apex Health Inc., Birmingham, AL  
January 2002 – May 2006

- Outlined applicant requirements by evaluating job description.
  - Analyzed applicant qualifications by interviewing applicants.
  - Reviewed applicants by discussing job requirements.
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### Education:

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Bachelor's Degree in Human Resources  
Maritime College, Throggs Neck, NY

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