
Healthcare Recruiter Resume

Job Objective

Seeking a position as Healthcare Recruiter in a company where my recruiting skills and knowledge can be used to the fullest.

Highlights of Qualifications:

- Remarkable experience in healthcare recruitment
 - Huge knowledge of recruiting RN & LVN Case Managers
 - Deep knowledge of issues affecting health care recruitment
 - Familiarity with issues relating to healthcare recruitment
 - Proficient with HRIS, MS Office products, and automated applicant-tracking systems
 - to prepare and analyze employment data to utilize in the recruiting process
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Professional Experience:

Healthcare Recruiter
Onward Healthcare Inc., San Jose, CA
June 2006 – Present

- Managed job fairs, career days and varied recruiting events.
- Outlined current and future staffing needs.
- Handled development, enforcement and evaluation of programs.
- Analyzed system requisitions and processed employment advertising.
- Assured candidates meet needs for employment.
- Carried out regular follow up with potential candidates.

Healthcare Recruiter
USr Healthcare, San Jose, CA
January 2002 – May 2006

- Developed relationships with schools and universities.
 - Coordinated professional association meetings.
 - Carried out interviews for potential hiring managers.
 - Managed follow up with applicants and imparted information on company benefits.
 - Aided coordination of Employee Referral Bonus.
 - Executed exit interviews and formulated contractor packets.
 - Outlined reports and annual recruiting and retention plans.
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Education:

Bachelor's Degree in Healthcare Administration
Lakeland College, Sheboygan, WI

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