
Hospital Recruiter Resume

Job Objective

To gain a good position as Hospital Recruiter and to enhance experience in this field.

Highlights of Qualifications:

- Remarkable experience in recruiting health care employees
 - Huge knowledge of building strategic sourcing strategies
 - Deep knowledge of applicant tracking systems
 - Familiarity with human resources metric, hospital's Policies and Procedures
 - Proficient with HRIS systems – PeopleSoft and Position Manager
 - Ability to multitask and manage independently
 - Ability to conduct interviews and interact with applicants and managers
 - Superior communication and interpersonal skills
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Professional Experience:

Hospital Recruiter

Simi Valley Hospital, Houston, TX

June 2006 – Present

- Aided HR Director and managed recruitment function.
- Gathered feedback from customers.
- Outlined data and evaluated trends.
- Imparted guidance to peers.
- Formulated ways to improvise workflow to reduce waste.

Hospital Recruiter

CHW Bakersfield Mercy Hospital, Houston, TX

January 2002 – May 2006

- Coordinated with managers and supervisors.
 - Established network of contacts.
 - Attended job fairs and set up display.
 - Developed contacts with schools and alumni groups.
 - Reviewed applications, initiated contacts and managed interviews of applicants.
 - Managed pre-employment process with candidates.
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Education:

Bachelor's Degree in Healthcare Administration

Buffalo State College, Buffalo, NY

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