
HR Recruiter Resume

Job Objective

To obtain a HR Recruiter position and find, close and retain top talent for a fast growing company.

Highlights of Qualifications:

- Remarkable experience in Human Resources Recruiting
 - Huge knowledge of managing creative international recruitment processes
 - Steep knowledge of recruiting and employment practices
 - Familiarity with federal and state employment laws
 - Proficient with H.R.I.S, KRONOS, e-recruitment tools and channels
 - Good understanding of employment processes and procedures
 - Ability to utilize HRIS for reporting and record keeping
 - Ability to develop optimal field relations and maintain profitable relationships
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Professional Experience:

HR Recruiter

Hatch Mott MacDonald, Vancouver, WA

June 2006 – Present

- Established cost-effective sourcing strategy.
- Outlined candidate pipeline through varied sources.
- Managed global networks of specialists.
- Carried out screening along with phone interviews.
- Administered third party suppliers and maintained recruitment databases.

HR Recruiter

Holy Name Medical Center, Vancouver, WA

January 2002 – May 2006

- Coordinated with management and supervisors.
 - Established recruitment programs and budgets.
 - Maintained network of contacts and evaluated applications.
 - Managed screening of candidates and formulated job advertising in varied media.
 - Imparted public presentations and assisted external recruiters.
 - Extended information on company facilities and maintained employment records.
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Education:

Bachelor's Degree in Human Resource Management

Warner Pacific College, Portland, OR

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