
Internal Recruiter Resume

Job Objective

To obtain an Internal Recruiter position in a company that will allow me to grow along with the company.

Highlights of Qualifications:

- Remarkable experience in recruiting
 - Huge knowledge of managing internal and external customers.
 - Deep knowledge of Information Technology processes, methodologies, and strategy
 - Familiarity with sourcing approaches and tactics
 - Ability to administer hiring managers and manage under tight timelines
 - Ability to outline client oriented communications
 - Excellent administrative skills
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Professional Experience:

Internal Recruiter

Allegis Group, Inc., Newman Grove, NE

June 2006 – Present

- Carried out phone screens of candidates.
- Monitored interview scheduling and debrief scheduling.
- Posted job ads on search engines and coordinated with candidates.
- Aided formulation of standard job descriptions.
- Trained managers and associates.
- Maintained HR metrics and imparted staffing updates.

Internal Recruiter

The WorkPlace Group, Newman Grove, NE

January 2002 – May 2006

- Established and enforced hiring strategy.
 - Coordinated with hiring managers.
 - Managed screening of resumes and interviewed candidates.
 - Formulated data reports and performance metrics.
 - Corresponded with Human Resources team.
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Education:

Bachelor's Degree in Human Resources

Idaho State University, Pocatello, ID

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