
IT Recruiter Resume

Job Objective

To obtain an IT Recruiter position that will allow me to utilize my recruiting skills and has potential for growth.

Highlights of Qualifications:

- Remarkable experience in IT recruiting
 - Huge knowledge of qualifying and negotiating with candidates
 - Deep knowledge of sourcing high volume of candidates and employing them in full time employee roles
 - Familiarity with evaluation techniques and handling multiple searches
 - Wide knowledge of human resources laws, principles, practices and procedures
 - Proven record of recruiting success
 - Ability to outline client oriented communications
 - Ability to manage under pressure and tight deadlines
 - Superior communication skills
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Professional Experience:

IT Recruiter

Egen Solutions Inc, Jackson, TN

June 2006 – Present

- Enforced sourcing strategy for each search.
- Carried out web searches and coordinated internal posting process.
- Posted jobs and evaluated candidates who had applied.
- Maintained client's database and coordinated with RRM and Hiring Manager.
- Aided interview scheduling process.

IT Recruiter

Softpath System, LLC., Jackson, TN

January 2002 – May 2006

- Managed selection of world-class diverse talent.
 - Established engagement strategies and outlined project plans and status reports.
 - Aided managers in analyzing applicant qualifications.
 - Conducted interviews and screened applicants.
 - Evaluated resumes and advertised responses.
 - Coordinated with senior internal and external personnel.
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Education:

Bachelor's Degree in Human Resources

Midstate College, Peoria, IL

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