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## IT Recruiter Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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#### 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:

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Bachelor's Degree in Human Resources

Midstate College, Peoria, IL

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