
Medical Recruiter Resume

Job Objective

Seeking the position of a Medical Recruiter, where I can make effective use of my experience and recruiting skills towards achieving the goals and objectives of the organization.

Highlights of Qualifications:

- Remarkable experience of staffing and recruitment in medical and healthcare field
 - Familiarity with recruiting, staffing, production methods and human resources
 - Ability to work well within a team and a meticulous attention to detail
 - Ability to reviewing applicants' resume and curriculum vitae
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Professional Experience:

Medical Recruiter

Graham Personnel Services, Orange Cove, CA

June 2006 – Present

- Managed high volume cold calling and recruited top health care professionals.
- Outlined and secured new sources of candidates.
- Handled securing of employment contracts.
- Evaluated resumes and interviewed candidates.
- Maintained company core values.

Medical Recruiter

Supplemental Health Care, Orange Cove, CA

January 2002 – May 2006

- Managed interviews of prospective employees.
 - Maintained applicant files in computer.
 - Handled job orders and acted as liaison between field employees and clients.
 - Aided as branch liaison to Corporate Human Resources Department.
 - Documented paperwork and maintained payroll information.
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Education:

Bachelor's Degree in Healthcare Management

Augsburg College, Minneapolis, MN

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