
PERSONNEL STAFFING SPECIALIST RESUME

Summary:

An individual who effectively meets the required manpower staffing and recruitment needs of clients and associates; delivers high quality service by matching the skills of temporaries to customer requirements and specifications; develops and retains business by providing outstanding customer service and consulting; performs a variety of administrative tasks involving personnel recruitment filing, research histories, interviews and tests filing, applicant monitoring to effectively evaluate qualifications for assignments; administers training of manpower to upgrade their skills for assignments; fills the Customer's work orders with qualified temporaries; and schedules check-in and proved premature assignment orientation to all Manpower employees.

Professional Experience:

Senior Personnel Staffing Specialist January 2007 – Present
Harris and Harris, Chicago, IL

Responsibilities:

- Developed and located client companies.
- Obtained and set up interview between applicants and client companies.
- Recruited candidates for client companies.
- Extended employment opportunities to applicants.
- Prepared hiring authorities and applicants for interview process.
- Placed qualified and ideal applicants at client companies.

Personnel Staffing Specialist May 2004 – December 2006
JP Morgan Chase, Chicago, IL

Responsibilities:

- Offered customer service on daily basis in team oriented and fast paced environment.
- Demonstrated multitasking abilities.
- Displayed professionalism and time management skills by working with an outgoing team.
- Established superb relationship with clients.
- Carried out marketing and sales strategies and activities to prospective and interactive customers.
- Screened, recruited and tested interviewing candidates.

Staffing Assistant February 1999 – May 2004
Realogy, Northbrook, IL

Responsibilities:

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Personnel Staffing Specialist May 2004 – December 2006
JP Morgan Chase, Chicago, IL

Education:

Bachelor of Arts in Business Administration, Rice University, TX, 1999

Skills:

- Ability to communicate effectively and work with a variety of publics
 - Effective communication and interpersonal skills
 - Ability to use personal computer and software to develop spreadsheets, databases, and word processing documents
 - Ability to use copier, fax machine and multifunction telephone system
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Awards and Affiliations:

Member, McCallion Staffing Specialists
Member, Future Starts Today! Customer Service

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