
Recruitment Administrator Resume

Job Objective

Hard working, dependable Recruitment Administrator seeking position within a growing or strong organization today.

Highlights of Qualifications:

- Remarkable experience working in HR Administration
 - Huge knowledge of recruitment procedures
 - Deep knowledge of standard office software
 - Familiarity with web development software
 - Proficient with Human Resource electronic recruitment systems
 - Amazing ability to organize workloads
 - Outstanding ability coordinate with diverse population
 - Superior interpersonal, negotiation and organizational skills
-

Professional Experience:

Recruitment Administrator
Clearcall Solutions, Baltimore, MD
November 2007 – Present

- Handled recruiting relationships with non-profit organizations.
- Enforced recruitment initiatives and marketing activities.
- Aided Director with organizing operations of OCD's recruitment programs.
- Outlined students to job opportunities.
- Headed series of events.

Recruitment Administrator
ACT Health, Baltimore, MD
December 2003 – October 2007

- Handled routine tasks and imparted guidance to employees and hiring managers.
 - Conducted quality checks on recruitment requests.
 - Managed information in electronic database.
 - Imparted administrative functions as needed.
-

Education:

Bachelor's Degree in Human Resources Management
Thomas Edison State College, Trenton, NJ

[Build your Resume Now](#)