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## Recruitment Administrator Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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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.
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### Education:

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

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