
Recruitment Officer Resume

Job Objective

Pursuing a Recruitment Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Highlights of Qualifications:

- Remarkable experience in Human Resources and recruitment
 - Wide knowledge of best practices in recruitment
 - Familiarity with international talent pools and sources
 - Ability to research and identify substantive issues
 - Proficient with recruitment tools and case management technologies
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Professional Experience:

Recruitment Officer
Savannah State University, Chicago, IL
August 2005 – Present

- Conducted interviews for job seekers and matched suitable candidates.
- Managed local and overseas recruitment campaigns.
- Corresponded with local and overseas recruitment agencies.
- Outlined recruitment advertisements and formulated employment offer letter.
- Reviewed certificates and testimonials of candidates.
- Coordinated with the departmental heads.

Recruitment Officer
Keck Graduate Institute, Chicago, IL
May 2000 – July 2005

- Handled and outlined recruitment advertisements.
 - Managed matters relating to recruitment and selection.
 - Imparted coaching and administration support.
 - Developed human resource development.
 - Maintained company's office administration.
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Education:

Bachelor's Degree in Marketing
Springfield College, Springfield, MA

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