
Recruitment Specialist Resume

Job Objective

Professional Recruitment Specialist in search of a highly established firm that will allow me to further boost my career in this field.

Highlights of Qualifications:

- Huge experience in recruiting and relocation
 - Extensive knowledge of laws affecting human resources policies and programs
 - Proficient with Applicant Tracking System
 - Familiarity with employment and Equal Employment Opportunity regulations
 - Ability to recruit for non-exempt and exempt positions
 - Ability to prioritize and to handle multiple projects simultaneously
 - Ability to establish and maintain effective and harmonious working relations
 - Strong interpersonal skills and customer service orientation
 - Strong problem solving and analytical skills
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Professional Experience:

Recruitment Specialist
Kendle International, New Haven, CT
May 2006 – Present

- Participated in recruiting events on local, regional, and national level.
- Developed and studied the statistical reports to analyze applicant flow and selection.
- Assisted and guided managers in completing required paperwork for recruitment and replacement of staff.
- Maintained all documentation, screening information and interview notes.
- Developed the offer package according to the system guidelines.

Recruitment Specialist
Ben and Jerry's, New Haven, CT
March 2003 – April 2006

- Administered the status of all subjects in the database.
 - Handled the opening and closing of screen sheets at the Call Center.
 - Developed and held the community outreach programs.
 - Updated the medical histories in the database.
 - Assured that the advertising schedule is complete and accurate.
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Education:

Bachelor's Degree in Human Resource
Southern Arkansas University, Magnolia, AR

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