

---

## Retail Recruiter Resume

---

### Job Objective

---

To obtain a Retail Recruiter position and to contribute to the success of the company.

---

### Highlights of Qualifications:

---

- Vast experience in human resources, staffing and recruitment in retail environment
  - Huge knowledge of employment law, employee relations, and training and development
  - Deep knowledge of Employment Law
  - Proficient with applicant tracking systems
  - Excellent computer and Internet skills
  - Superior communication, interpersonal and problem resolution skills
- 

### Professional Experience:

---

#### Retail Recruiter

Atkins Associates, Buttonwillow, CA

June 2006 – Present

- Imparted guidance to the customers.
- Aided reservation and walk-in customers.
- Managed selling merchandise to customers.
- Maintained appearance of the property.
- Formulated daily deposits and carried out storage unit inspection.
- Assisted District Manager to receive coaching.

#### Retail Recruiter

Citi Trends, Buttonwillow, CA

January 2002 – May 2006

- Coordinated with HR Director and Hiring Manager.
  - Established apt sourcing approaches.
  - Managed screening tools and sourced top candidates.
  - Handled requisitions and candidate flow.
  - Supervised background checks with Human Resources department.
  - Aided hiring process and corresponded with supervisors and managers.
  - Formulated records and maintained files.
- 

### Education:

---

Bachelor's Degree in Business Management

Atlantic University, Virginia Beach, VA

[Build your Resume Now](#)