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## Sales Recruiter Resume

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### Job Objective

To obtain a Sales Recruiter position in a company that will allow me to grow along with the company.

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### Highlights of Qualifications:

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- Remarkable sales recruiting experience
  - Huge knowledge of corporate and agency recruiting
  - Proven track record sourcing and hiring passive candidates
  - Proficient with Applicant Tracking System(ATS) and MS Office applications
  - Familiarity with direct sourcing and effective interviewing techniques
  - Ability to handle confidential information
  - Ability to cold-call and build relationships by phone
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### Professional Experience:

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Sales Recruiter  
F5 Networks, Frederick, MD  
June 2006 – Present

- Assisted sales management and screened resumes.
- Aided as first point of contact.
- Carried out telephones screens.
- Corresponded with candidates and hiring managers.
- Executed reference checks and maintained candidate information.

Sales Recruiter  
Total Quality Logistics, Frederick, MD  
January 2002 – May 2006

- Established comprehensive search strategies.
  - Coordinated with prospective Sales candidates.
  - Assisted Hiring Managers and HR team.
  - Carried out sourcing plans and evaluated resumes.
  - Managed prescreening of candidates.
  - Administered recruiting lifecycle and maintained documentation.
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### Education:

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Bachelor's Degree in Human Resource  
Sullivan University, Louisville, KY

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