
Staffing Agency Recruiter Resume

Job Objective

To obtain a Staffing Agency Recruiter position in an organization where I can use my recruiting skills to benefit.

Highlights of Qualifications:

- Huge staffing Industry experience in technical services
 - Proficient with Microsoft Word, Excel, and applicant tracking databases
 - Proven track record of making placements
 - Excellent customer service skills
 - Excellent written and verbal communication skills
 - Ability to work independently
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Professional Experience:

Staffing Agency Recruiter
Volt Information Sciences, Huntsville, AL
June 2006 – Present

- Managed cold calling and carried out competitive research.
- Selected high-level candidates and conducted review of potential candidates.
- Handled influencing the business partners.

Staffing Agency Recruiter
Comforce Corporation, Huntsville, AL
January 2002 – May 2006

- Formulated and managed orders.
 - Analyzed and managed interviews of candidates.
 - Coordinated with customers to gather job descriptions.
 - Managed client service satisfaction.
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Education:

Bachelor's Degree in Business Administration
Rogers State University, Claremore, OK

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