
Staffing Recruiter Resume

Job Objective

To obtain a Staffing Recruiter position that will allow me to utilize my recruiting skills and has potential for growth.

Highlights of Qualifications:

- Huge knowledge of third party recruiting
 - Thorough knowledge of recruiting and interviewing process
 - Familiarity with hiring process, which includes interviewing and screening candidates
 - Ability to accurately document information
 - Ability to utilize internet based sourcing techniques
 - Ability to follow through with an appropriate sense of urgency.
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Professional Experience:

Staffing Recruiter

AgentHR Recruiting Group, Baltimore, MD

June 2006 – Present

- Managed recruiting and interviewing candidates.
- Handled assessments and carried out reference checks.
- Coordinated with Account Manager and customer.
- Supervised pre-employment and on-boarding processes.
- Carried out service level agreements per individual contracts.

Staffing Recruiter

StarPoint Solutions, Baltimore, MD

January 2002 – May 2006

- Managed screening and sourcing candidates.
 - Formulated job orders and updated HRIS.
 - Aided employees with assignment details.
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Education:

Bachelor's Degree in Arts

Clayton College & State University, Morrow, GA

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