
Staffing Specialist Resume

Job Objective

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

Highlights of Qualifications:

- Huge secretarial experience in public education environment
 - Proficient with applicant tracking systems, Microsoft Office (Word, Excel, Outlook)
 - Ability to communicate effectively and work with a variety of publics
 - Ability to develop spreadsheets, databases, and word processing documents
 - Operational knowledge of copier, fax machine and multifunction telephone system
 - Ability to manage multiple tasks simultaneously and meet deadlines under pressure
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Professional Experience:

Staffing Specialist
Manpower, Richardson, TX
May 2006 – Present

- Fed the applicant information into computer database in time.
- Held interviews with viable candidates and assessed skills, abilities and work history.
- Maintained and scored tests given to applicants.
- Assessed each client order to ensure employee arrival and customer satisfaction.
- Analyzed any potential services which can be offered accommodate particular situations.
- Assured all the clients' needs are met on time.
- Assured the correct and timely work order entry.

Staffing Specialist
Spartan Staffing, Richardson, TX
March 2003 – April 2006

- Provided training to temporary associates to update skills for assignments.
 - Solved problems and complaints of customers and temporary associates.
 - Trained and presented counseling to temporary associates to assure quality performance and job satisfaction.
 - Executed company award programs to identify high quality performance of temporary associates.
 - Performed the outside service calls to assure quality customer service and extend business.
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Education:

High School Diploma
Speed Independence High School, Country Club Hills, IL

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