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## Student Recruiter Resume

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### Job Objective

An expert Student Recruiter, aspiring for a job in a growth oriented organization where my recruiting experience can be used for making a positive contribution in the human resources department.

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### Highlights of Qualifications:

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- Highly recruiting experience in a Secondary Education field
  - Huge knowledge of Recruitment and Management Services
  - Operating knowledge of computers and personal communication devices
  - Excellent telephone, interviewing and customer services skills
  - Excellent time management and organizational skills
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### Professional Experience:

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Student Recruiter  
Anthem Education Group, Newport News, VA  
June 2006 – Present

- Carried out phone calls to students.
- Conducted telephone interviews with students.
- Imparted information with regard to program offered.
- Aided students with educational solutions.

Student Recruiter  
Baltimore School districts, Newport News, VA  
January 2002 – May 2006

- Coordinated with parents and students.
  - Managed enrolling of students.
  - Aided material management and data entry.
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### Education:

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High School Diploma  
Lakewood High School, Lakewood, CA

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