
Talent Acquisition Specialist Resume

Job Objective

To obtain a position as Talent Acquisition Specialist in which my skills can help to increase the number of clients and sales for the company.

Highlights of Qualifications:

- Huge experience with recruiting information and applicant tracking systems
 - Proficient with SAP, Microsoft Office applications, PRISM and Taleo
 - Ability to manage ongoing workload demands
 - Ability to identify and solve problems through creativity
 - Ability to handle multiple tasks and meet deadlines while maintaining quality
 - Excellent written and verbal communication skills
 - Strong analytical and problem solving skills
 - Independent, self-managed and self-starter personality
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Professional Experience:

Talent Acquisition Specialist
Valassis Communications, Inc, San Jose, CA
May 2006 – Present

- Established recruitment programs .
- Maintained network of contacts to easily recognize and source qualified candidates.
- Established contacts with qualified candidates for respective job openings.
- Compiled and entered job advertising in various media.
- Used Internet online recruiting sources to recognize and hire candidates.

Talent Acquisition Specialist
AspenSquare, San Jose, CA
March 2003 – April 2006

- Recognized and interviewed best talent in the marketplace to add to team.
 - Presented administrative support to the Talent Acquisition Manager and the recruitment process.
 - Researched and communicated with community services, colleges and internet sites.
 - Analyzed applicant needs by preparing and studying job description and job qualifications.
 - Analyzed applicant qualifications by pre-screening applicants, observing responses, checking and comparing qualifications to job requirements.
 - Assisted in processing applicant testing, background checks, skill set checks and reference checks.
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Education:

Bachelor's Degree in Human Resource Management
Bauder College, Atlanta, GA

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