
University Recruiter Resume

Job Objective

Seeking a position as University Recruiter in a company where my recruiting skills and knowledge can be used to the fullest.

Highlights of Qualifications:

- Huge knowledge of college recruitment practices
 - Familiarity with employment policies and practices, sourcing and interviewing techniques
 - Proven record of successful recruiting
 - Proficient with recruiting components and Microsoft Office Suite applications
 - Ability to drive the recruiting process and provide responsive follow-up
 - Ability to interpret applicant data
 - Ability to manage confidential information
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Professional Experience:

University Recruiter
Zynga, Corbett, OR
June 2006 – Present

- Coordinated with University committee team.
- Managed interviews and feedback process.
- Formulated offers for candidates.
- Recognized opportunities for improvising candidate experience.
- Handled candidate and campus information.
- Assisted University Program owner.

University Recruiter
CDW, Corbett, OR
January 2002 – May 2006

- Interpreted university related programs.
 - Handled logistics and established sourcing plans.
 - Assessed resumes and credentials and managed prescreening of candidates.
 - Coordinated with candidates and documented interview debrief.
 - Administered recruiting lifecycle and maintained documentation.
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Education:

Bachelor's Degree in Education
Western Texas College, Snyder, TX

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