

# CORPORATE RÉSUMÉ

## CLIENT NAME

Address ~ State, City Zip

☎ (111)111-1111 ~ ✉ recruiter1@gmail.com



## SENIOR RECRUITMENT PROFESSIONAL

*Talent Developer – Value Creator – Relationship Builder*

### Profile Summary

- **HIGH-ENERGY RECRUITMENT PROFESSIONAL** with 15+ years of expertise in developing, leading, and implementing strategic recruitment initiatives. Proven ability to source, select, and secure top-notch candidates.
- **INFLUENTIAL LEADER** able to build high-performing teams and inspire staff to achieve performance excellence.
- **RELATIONSHIP BUILDER** with an established history of earning trust and rapport with all levels of management, peers, staff, and recruits.
- **PERSUASIVE, SOLUTION-ORIENTED COMMUNICATOR** with highly effective negotiation and networking skills.

### Core Competencies

- ✓ Recruitment Strategies
- ✓ Recruitment Metrics
- ✓ Interviewing
- ✓ Negotiation Skills
- ✓ Assessment Techniques
- ✓ Talent Acquisition
- ✓ Applicant Tracking System (ATS)
- ✓ Sourcing
- ✓ Lean Six Sigma
- ✓ Relationship Building

### Value Offered and Select Professional Experience

#### United States Army, Various Duty Stations

##### Senior Recruitment Manager

2011–2014

Led strategically focused recruitment team of 21 personnel in a productivity driven environment. Planned and directed healthcare recruiting efforts for 6 recruitment offices dispersed over 696,152 square miles with a population of 21M. Oversaw all phases of the recruiting life cycle to include sourcing, interviewing, referencing, and offer negotiations. Developed and executed talent acquisition strategies in key recruiting markets. Established recruiting goals and managed team deliverables to ensure objectives were consistently met or exceeded. Analyzed and validated lead-generating activities, including surveys, statistics, market trends, and demographics.

##### Key Accomplishments:

- ☑ **Optimized talent acquisition processes and programs to achieve 135% combined recruiting objective** in FY11.
- ☑ **Implemented innovative candidate generation techniques, strategies, and programs** that boosted recruitment rate from 40% to 150% in one year.
- ☑ **Led recruitment team to achieve recruitment excellence award** through implementation of aggressive recruiter training program that generated superior results.

##### Recruitment Operations Manager

2008–2011

Directed Army Reserve recruitment operations supporting 224 recruiters across 50 recruitment offices. Provided guidance to teams on recruitment processes and procedures and evaluated performance. Collaborated with senior executive leaders to identify business needs, define key performance drivers, anticipate labor trends, and develop hiring targets. Implemented Lean Six Sigma methodologies to improve existing recruitment processes and resolve complex issues.

##### Key Accomplishments:

- ☑ **Reduced travel expenses and saved organization \$28,000** by leading local partnership meetings and training sessions.
- ☑ **Served on Recruiting Partnership Council**; played a key role in improving communication and synchronizing recruiting efforts between U.S. Army Recruiting Command and the U.S. Army Reserve Command.
- ☑ **Utilized as recruitment subject matter expert** by staff for in-depth knowledge of recruiting processes and practices.

**Senior Healthcare Recruiter****2003–2008**

Developed innovative recruitment strategies to identify top quality healthcare candidates to include physicians and nurses. Created and implemented recruiting marketing penetration plans and developed strong relationships with universities. Reviewed processes and worked as part of a team to recommend process improvements, automation opportunities, system improvements, cost savings and customer service initiatives. Spearheaded the adoption of technologies to automate and streamline key processes.

**Key Accomplishments:**

- ☑ **Leveraged relationship building skills with University officials** to increase military recruitment initiatives on campuses historically difficult to access. Partnered with Seton Hall University, Princeton University, and University Medical and Dental School of New Jersey to bring Army Physicians and Dentists to present the latest medical advances from the combat environment at Grand Rounds, residency meetings, and medical student events.
- ☑ **Improved efficiency by 50%** through revamping ATS system to meet healthcare recruiter needs.
- ☑ **Authored handbook as a resource for recruiters** on new recruitment computer program.

## Testimonial

***Client is highly proficient in all areas and levels of recruiting. He is driven to succeed by self-motivation and a strong sense of purpose. He consistently demonstrates honesty and integrity beyond reproach.***

*-Client Manager, Recruitment Executive Officer, United States Army*

**Recruitment Supervisor****1999–2003**

Managed daily recruitment activities and monitored efficiency of processes and provided interpretation of recruiting directives. Created candidate pipelines to fill current and anticipated vacancies. Utilized various sourcing tools and techniques to identify active and passive job candidates. Developed and maintained a network of quality contacts and referrals.

**Key Accomplishments:**

- ☑ **Led team to achieve the “Top Recruitment Station” award** out of 53 recruiting stations for three consecutive years due to excellence in recruitment delivery and customer service.
- ☑ **Ensured quality control of all policies/procedures** and compliance with organizational regulations and practices.

## Education & Professional Development

**Enrolled in Masters in Management and Leadership**, Liberty University, May 2015

**Bachelor of Arts, Marketing**, American Public University, May 2012

### Relevant Professional Development

Senior Leadership Development Academy | Army Recruiter Course | Healthcare Recruiter Course | Recruitment Manager Course | Lean Six Sigma | Army Ranger Training