
Aerotek Recruiter Resume

Job Objective

Seeking to work full time at Aerotek as Recruiter.

Highlights of Qualifications:

- Remarkable experience in technical recruiting
 - Huge knowledge of international recruiting
 - Deep knowledge of negotiating pay rates and relocation packages
 - Wide knowledge of contracts and legal documentation
 - Familiarity with recruiting and placing professionals in remote areas
 - Proficient with Microsoft Word and MS Outlook
 - Ability to develop recruiting strategies designed to identify qualified candidate
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Professional Experience:

Aerotek Recruiter
Aerotek Corporate, Wheeling, WV
June 2006 – Present

- Established creative recruiting resources.
- Marketed regional job opportunities to prospective candidates.
- Outlined networking resources and screened candidates.
- Negotiated contract terms and carried out reference checks.
- Trained candidates for client interview process.

Aerotek Recruiter
Aerotek Corporate, Wheeling, WV
January 2002 – May 2006

- Established recruiting strategies and analyzed candidate's strengths.
 - Negotiated wage rates and outlined pre-employment processes.
 - Handled contract employees and assisted Account Managers.
 - Coordinated with peers and developed relationships with industry contacts.
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Education:

Bachelor's Degree in Human Resources
Norte Dame de Namur University, Belmont, CA

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