
RECRUITING ASSISTANT RESUME

Objective:

To obtain a Recruiting Assistant position which will challenge me and help the organization continue to be successful.

Summary of Skills:

- Ability to review interview and test results and prepare season end reports as needed.
 - Strong attention to detail.
 - Extensive multi-tasking skills.
 - Excellent oral and written communication skills.
 - Profound ability to develop and maintain strong working relationships.
 - Proven ability to think and work at a process and procedural level.
 - Proficient in Microsoft Word and Excel.
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Work Experience:

Recruiting Assistant
Doherty Career Solutions, San Francisco, CA
August 2005 to till date

- Administered flow of applicants by posting job opportunities.
- Managed high volume of phone screens.
- Ensured to schedule qualified candidates for interviews.
- Attended job fairs and represent the company and available opportunities.
- Computed all relevant data and managed to generate season end reports.

Recruiting Assistant
Affiliated Computer Services, Inc. (ACS), San Francisco, CA
May 2000 to July 2005

- Administered to assists screening applicant and resumes.
 - Conducted personal and telephonic interview to shortlist candidates.
 - Compiled company information and related material and distributed to applicants.
 - Prepared recurring reports and presentations as required.
 - Arranged travel and lodging for select applicants as required.
 - Assisted senior recruiting staff with job fairs and college recruiting events.
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Education:

Bachelor's Degree in Business Administration or Human Resources
St. Francis University, Loretto, PA

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