

## CORPORATE REGIONAL RECRUITER

### Summary

Highly driven Recruiter who maintains a positive attitude under pressure and welcomes the challenge and responsibility of producing results quickly for clients.

### Highlights

- Recruiting and selection techniques
- Proficient communicator
- Fluent in Spanish
- Practiced in HRIS technologies
- iCIMS Applicant Tracking software
- Talent assessments
- Hiring recommendations

### Experience

Corporate Regional Recruiter 06/2015 to Current

Company Name City , State

- Responsible for screening, interviewing and referring the most qualified applicants to hiring managers.
- Works with Talent Acquisition Specialist to effectively market open positions positively as "opportunities" while providing applicants with a realistic job preview; presents Bethesda as a premier provider of services.
- Establishes, cultivates and maintains ongoing relationships with management in order to understand recruitment needs and identify skills needed for vacancies.
- Attends departmental staff and other meetings as requested to acquire substantial knowledge about department's business objectives, goals, operations and work culture.
- Conducts daily calls with potential candidates to build pipeline of applicants to meet common and unique staffing needs; updates candidates on the hiring process and ensures a smooth transition post-hire.
- Partners with Regional HR Director, Talent Acquisition Specialist and regional management to develop and implement the regional recruitment plan.
- Manages established selection process to include initial interviewing to screen for basic qualifications.
- Collects data and statistics for use in designing recruitment plans and measuring the effectiveness of various recruitment efforts.

Healthcare Recruiter 02/2014 to 06/2015

Company Name City , State

- Develop a measurable strategic plan for recruitment that reflects the market analysis, seasonal trends, volume of business and sales activity within a given market.
- Actively sources candidates using multiple sources, strategies, and methods, Performs strategic recruitment and marketing activities, including resume mining, job fairs and professional networking events.
- Performs prescreening and interviewing for field employees.
- Enters all new applicant information in the computer system.
- Conducts new hire process, Reviews and verifies all new hire documentation and credentials; verifies references, completes criminal background check and drug test processes.
- Makes hiring decisions for field employees.
- Fill open orders.
- Audit facility compliance to ensure candidates can attend facility orientations.
- Post job descriptions to appropriate posting sites.
- Attend Weekly staffing meetings.
- Complete weekly reports for staffing.
- Adhere to policies and procedures.
- Meets or exceeds Recruiter benchmarks.
- Performs other duties as assigned.

National Physician Recruiter 02/2012 to 11/2014

Company Name City , State

- Made cold calls to develop relationships with potential providers.
- Contacted current providers to grow existing relationships and pursued referrals.
- Engaged with current and potential providers with the objective being to assess their current situation and facilitate a match between them and one of our clients.
- Ensured that potential candidates met quality metrics by asking qualifying questions and following up on any discrepancies.
- Presented qualified providers to account executives and business development representatives.
- Negotiated rates and expenses as required.
- Sourced providers via resume databases and network sites.
- Wrote provider agreements and exhibits as necessary.
- Followed up with any accepted providers while on client engagements to ensure satisfaction.
- Promptly escalated any and all candidate issues to the account executive or business development representative.
- Actively managed an ever expanding portfolio of providers.

- Ensured all data is inputted into the company sales force account as it occurs.
- Prepared to consult with account executives, business development representatives and management regarding all provider activities.

National Healthcare Recruiter 08/2011 to 02/2012

Company Name City , State

- Sourced healthcare professionals for travel and contract assignments.
- Qualified candidates based on client requirements.
- Maintaining pipelines to passive candidates.
- Make 60-100 daily outbound calls and emails to potential candidates.
- Customer relationship development and management.
- Demonstrated problem solving and closing abilities.
- Personnel management and schedule organization for external employees.
- Managed correspondence between healthcare professionals and Agency.
- Completed profile and credentialing for candidate submittals in the absence of Recruitment Coordinator.

Recruiter 07/2009 to 08/2011

Company Name City , State

- Developed and executed recruiting plans.
- Networked through industry contacts, association memberships, trade groups and employees.
- Coordinated and implemented college recruiting initiatives.
- Work with hiring managers on recruiting planning meetings.
- Created job descriptions.
- Participated in the creation of a recruiting and interviewing plan for each open position.
- Efficiently and effectively fill open positions.
- Conducted regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Developed a pool of qualified candidates in advance of need.
- Built networks to find qualified passive candidates.
- Posted openings in newspaper advertisements, with professional organizations, and in other position appropriate venues.
- Utilized the Internet for recruitment.
- Located and documented where to find ideal candidates.
- Aided public relations in establishing a recognizable "employer of choice" reputation for the company, both internally and externally.
- Communicated with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads.
- Created contacts within industry.
- Attended local professional meetings and membership development meetings.
- Maintained regular contact with possible future candidates.
- Maintain all pertinent applicant and interview data in the Human Resources Information System (HRIS).
- Assisted in performing reference and background checks for potential employees.
- Assisted in writing and forwarding rejection letters.
- Assisted in interviewing and selecting employee's onsite.
- Assisted in preparing and sending offer packages.
- Assisted in preparing and sending new employee orientation packages.

Admissions Recruiter 12/2005 to 07/2009

Company Name City , State

- Recruited, trained, coached, and managed members of the admissions team.
- Managed lead flow and distribution.
- Established, monitored, and met goals for program enrollments.
- Worked collaboratively with all college staff and faculty.
- Contributed to the process and implementation of strategic planning.
- Kept abreast of trends that impacted recruitment efforts.
- Organized and conducted open house events for prospective students.
- Interviewed prospective students via telephone and personal interviews.
- processed student enrollments and maintained database system to track prospective students and enrollments.
- Created and managed marketing materials to recruit new students and retain current students.

Education

B.A : Sociology 08/1998 Portland State University City , State Sociology

Languages

Bilingual in Spanish

Skills

premier, advertisements, Agency, basic, business development, Closing, Corporate Communications, client, clients, databases, database, designing, documentation, hiring, HRIS, Human Resources, HR, letters, Director, market analysis, Marketing Strategies, marketing, Market, marketing materials, Media Relations, meetings, Works, network, networking, networks, newspaper, Personnel management, policies,

Presentation Skills, problem solving, processes, public relations, quality, rapport, Recruitment, recruiting, Recruiter, Selling, Sales, Sales Planning, Spanish, staffing, statistics, strategic, strategic planning, telephone, Territory Management, unique