

# RONALD H. RECRUITER

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## SUMMARY OF QUALIFICATIONS

**Internship:** Completion of 175-hour supervised recruitment/onboarding internship in corporate setting  
**Recruitment/Training:** Recruited and trained new employees; conducted new-hire programming  
**Customer Service:** Over 2 years of experience assisting customers, problem-solving, and resolving escalated issues  
**Communication:** Interpersonal, collaboration, and presentation skills with people of diverse backgrounds  
**Leadership:** Held 2 officer roles in campus activities, trained employees, and served as volunteer mentor  
**Research:** Skilled in gathering and analyzing internal/external data in a variety of environments

## EDUCATION

**Bachelor of Arts in Human Resource Management** Expected: May 20XX  
Lewis University, Romeoville, IL GPA: 3.1/4.0

## HUMAN RESOURCES INTERNSHIP

**Recruitment/Onboarding Intern** Summer 20XX  
XYZ Corporation, Oak Brook, IL

- Assisted Director of Human Resources with the development of new recruitment strategies
- Conducted research on social media recruitment efforts of competitor companies
- Assisted Director with designing new employee orientation/onboarding packets
- Conducted initial screenings and represented company at 2 – 3 local employment fairs per week
- Prepared promotional materials for employee referral incentive program for 475 employees
- Verified previous employment of prospective candidates
- Contacted candidates to schedule phone, video, and face-to-face interviews with hiring managers
- Organized and maintained confidential employee/personnel files

## WORK EXPERIENCE

**Sales Representative** December 20XX – Present  
Farfalla's Elite Fashions, Lombard, IL

- Train 2 – 4 new employees each month on company policies, upselling, and report writing
- Assist diverse array of customers with their selections and purchases
- Process 50+ cash and credit transactions daily; balance cash drawer
- Resolve customer complaints to ensure satisfaction and promote repeat business

**Student Worker** August 20XX – May 20XX  
Business Office, Lewis University, Romeoville, IL

- Answered phones and directed callers (15 – 20 callers/day); greeted and directed office visitors
- Collaborated with 6 other departments to update database with confidential financial information

## HONORS AND AWARDS

- Dean's List, Lewis University, five semesters
- Recipient, Christian Brothers Scholarship for academic achievement, 20XX – Present
- Recipient, Rising Sales Award, Farfalla's Elite Fashions, April 20XX

## LEADERSHIP, ACTIVITIES, AND VOLUNTEER EXPERIENCE

- Member, Society for Human Resource Management – Lewis University Chapter, 20XX – Present  
*Vice President, 20XX – 20XX*  
*Treasurer, 20XX – 20XX*
- Member, Lewis University Men's Volleyball Team, 20XX – Present
- Volunteer Mentor, Big Brothers Big Sisters of Will County, 20XX – 20XX

## LANGUAGES AND COMPUTER SKILLS

- Fluent in Spanish; semi-fluent in Polish
- Proficient in MS Word, MS Excel, MS PowerPoint, Google Docs/Forms/Slides, Kronos, Taleo, Jobvite, and iCIMS
- Proficient in major social media outlets including Facebook, YouTube, Pinterest, LinkedIn, Instagram, and Twitter; able to post opportunities and source candidates via social media
- Familiar with MS Access and Adobe Photoshop