**Arjay Recruiter** arjay.recruiter@gmail.com • 555-678-1234 • linkedin.com/in/arjay-recruiter

**Recruitment Professional**

**Internal and External Recruiting Experience | Retail and Service Industries | Recruiting Team Leadership**

**Recruitment:** Sourcing, interviewing, assessing, and persuading qualified candidates for positions at all levels.

**Leadership:** Improving team productivity and results by strengthening processes, implementing new tools, introducing new technologies, and inspiring a high-performance culture.

**Communication and Customer Focus:** Serving as the bridge between candidates and hiring managers. Keeping candidates in the loop. Building beneficial and respectful relationships with clients, candidates, and colleagues

**Professional Experience**

plumbers helper services company, Orlando, FL 2017–Present

**Director of Recruiting**

Brought on board to spearhead General Manager recruitment for $700M company serving franchised and company-owned locations nationwide. Manage 8 recruiters and 2 administrative staff.

* Reduced managerial turnover from **20%** to **12%** by improving the caliber of hires through a more selective and thorough recruiting and screening process.
* Slashed average hiring time from **9 months** to **8 weeks** through proactive attention to all steps in the process and diligent follow-up with management team and candidates.
* Upgraded technology (LinkedIn Recruiter, Oracle/Taleo ATS/recruiting solution) to streamline, speed, and improve consistency and effectiveness of the recruiting process company-wide.
* Created standardized recruiting advertising for use by Regional Managers across the country.
* Launched a General Manager training program to attract and groom future leadership talent.
* Developed hiring and interviewing workshops for General Managers. Traveled to regions around the country to deliver the workshops and build relationships.

RECRUITMENT ADVISORS, Tampa, FL 2010–2017

**Executive Recruiter / Team Leader**

Sourced, identified, screened, and interviewed candidates nationwide for management positions in the staffing industry; clients were leading international staffing companies. Managed the process from assignment through placement. Communicated extensively with candidates and clients to promote an excellent fit for each client’s needs.

* Exceeded all established performance goals.
* Increased team productivity **40%** by implementing daily planning and activity routines.
  + Freed up staff time for additional marketing, cold-calling, and follow-up.
  + Engaged and rewarded team members through incentive contests and specific monthly and quarterly goals.
* Expanded client base to include regional, national, and international staffing leaders.
* Researched, selected, and oversaw implementation and adoption of CRM software.
* Launched quarterly newsletter as a tool for regular communication with both clients and candidates.

TOYS “R” US, Tampa, FL 2001–2010

**Southeast District Recruiter** (2008–2010)

Promoted to lead all recruiting activities for 5-state Southeast region.

* Identified and recruited candidates for retail merchandising and management positions.
* Increased candidate pipeline by training store managers in recruiting techniques.

Prior Retail Management Roles with Toys “R” Us

* **Assistant District Manager** (2006–2008): Recruited management candidates for all regional retail operations.
* **Store Manager** (2004–2006): Reduced turnover **50%** through improved training and thorough exit interviews.
* **Assistant Manager** (2001–2004): Managed recruiting, staffing, and opening of new store location.

**Education**

University of Alabama, Tuscaloosa, AL: Completed 3 years toward Bachelor of Science, Business Administration.