

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

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
- 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