

RAYMOND FRANK

Recruiter

✉ rfrank@email.com

☎ (123) 456-7890

📍 Greensboro, NC

🌐 [LinkedIn](#)

WORK EXPERIENCE

Recruiter

BridgeTower Media

📅 May 2018 - current 📍 Greensboro, NC

- Managed full recruitment cycle to keep company fully staffed across 8 offices
- Headed campus recruitment efforts with 4 job fairs at the University of North Carolina, sourcing 3 of 5 interns
- Led team of 2 junior recruiters and 2 interns to conduct market and talent trend research and review resumes
- Interviewed candidates with leadership team to determine behavioral and cultural fits
- Prepared compensation packages for prospective hires, and explained health care plans and packages
- Wrote job descriptions, and worked with media team to create ads for social media, increasing talent pool by 17%

Staffing Recruiter

CareerStaff Unlimited

📅 August 2016 - May 2018 📍 Greensboro, NC

- Led hiring and onboarding for 5 clients across 27 roles
- Identified and placed 18 operations managers at partner companies to increase revenue by 22%
- Reduced average time-to-hire by 8 days with consistent communication across professional channels, including LinkedIn and Indeed

Recruiting Intern

Textron Aviation

📅 August 2014 - August 2016 📍 Greensboro, NC

- Developed relationships with local colleges and universities and community organizations, scheduling events to be present at career fairs, community outreaches, etc.
- Identified top talent through internal resources and ATS, reporting top talent finds to recruitment team
- Reviewed 300+ resumes to determine candidates' credentials

EDUCATION

B.A.

Human Resources Management

University of North Carolina

📅 September 2010 - April 2014

📍 Greensboro, NC

SKILLS

LinkedIn Recruiter

Excel/ Google Sheets

Candidate Sourcing

Greenhouse ATS

Employee Onboarding

Full cycle recruiting

Leadership Experience

Benefits Management