

Michael D.

555 Madison Street #5E ♦ Hoboken, NJ 55555 ♦ (973) 555-5555 ♦ michael.S.D@gmail.com

Summary of Qualifications

- ◆ Over **three years human resource experience** research and recruiting with progressive responsibilities.
- ◆ **Earned role of seniority and mentorship** after demonstrating capabilities in interviewing, multitasking, time management, and keen attention to details.
- ◆ **Founded Students in Free Enterprise (SIFE)** to help students market their skills to the business community.
- ◆ Excellent written and verbal communication skills.

Professional Experience

Execuzen

New York, NY | 2005 – Present

Senior Researcher

Conduct research for the equity derivatives and prime brokerage team. Coordinate meetings with candidates and hiring managers. Maintain candidate pool by updating company database. Interview five to ten job candidates weekly to identify individual strengths and weaknesses and to verify information.

Accomplishments include:

- ◆ Promoted to senior researcher after demonstrating excellence in cold calling and data entry in junior researcher role.
- ◆ Exercise time management, communication, and multi-tasking proficiency to **coordinate and support ranging tasks** for senior hiring managers.
- ◆ Create and execute PowerPoint presentations on company and market trends and related staffing needs.
- ◆ **Perform a strategic** call for the recruitment of top financial institutions.
- ◆ Develop and conduct research through **senior consultants** in developing strengths for data analysis and candidate selection.

Howard Sloan

New York, NY

Nov 2005 – May 2006

Executive Recruiter

Utilized Encore database to retrieve, contact, and reactivate prospective candidates. Conducted both phone and in-person interviews. Participated in campus recruitment for candidates.

Accomplishments include:

- ◆ Qualified and extra research from multiple sources to **create candidate lists**.
- ◆ **Independently brought** new hires to the company.
- ◆ Arranged and conducted interviews with **three to five candidates weekly**.
- ◆ **Support the Director** of HR by reviewing and formatting resumes, scheduling and preparing interviewing candidates, and organizing a daily agenda.

Computer Skills

Microsoft Office (Excel, PowerPoint), Encore, Internet knowledge

Education

Ithaca College, New York | **Bachelor of Science in Business Management, 2004**

Keywords: Human Resources, Employee Relations Coordinator, Personnel Director, Recruiter, Senior Researcher, Executive Recruiter, Hiring Manager