

# Jeffrey Dee

123 Address Rd, Anywhere, USA  
jaydee@email.com  
(123) 456-7890

## PROFILE

Experienced HR professional with a decade of experience in human capital management and talent acquisition rate. Proven track record of growing teams with positive hires with minimal turnover.

## PROFESSIONAL EXPERIENCE

### Corporate Recruiter

MediaNow, Detroit, MI | January 2017 - Present

- List new job openings on Indeed, LinkedIn, and social media platforms to attract attention for hiring positions
- Review applications submitted through ATS recruiting site and determine potential opportunity for hiring managers
- Conduct phone interviews as an initial screening step for all open positions
- Stay in communication with applicants and those going through the interview process
- Review and update information in the applicant tracking system

### Agency Recruiter

Denison University, Granville, OH | January 2012 - December 2016

- Recruited both candidates and employers and fostered relationships to ensure ongoing business
- Solicited resumes from agency candidates and entered them into management software
- Parsed resumes to attempt to pair candidates in databases with newly posted openings
- Communicated with candidates about opportunities and performed phone screens
- Interviewed candidates on-site before passing on resumes to hiring managers

## EDUCATION

### Bachelor of Arts, English Language and Literature

University of Michigan, Ann Arbor, MI  
August 2006 to May 2010

## KEY SKILLS

- Resume review
- Interviewing
- ATS software
- Strong communication skills