

# Robert Scott



## Recruiter

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## 01 PROFILE

*Deliverable focused Senior Recruiter offering tenure in 360 recruiting in an Executive Search Firm environment. Clients include major Fortune 500 companies with positions filled ranging from Director to Vice President Level averaging one successful hire per month for the last three years with placement fees of \$100k per candidate. Holds a Certified Employee Retention Specialist (CERS) credential and currently completing a Bachelors Degree in Sales and Marketing.*

## 02 EMPLOYMENT HISTORY

07/2019 — Present

### **Executive Search Recruiter at Reindeer Executive Search**

*Jacksonville*

*Awarded "Top Recruitment Professional" after securing retained service level agreements with three premier investment banks resulting in annual revenue of 200k per client, significantly boosting the company's cash flow resources.*

- Reach out, engage and secure candidates for developer and programmer roles
- Present job opportunities for passive and active candidates
- Review and screen applications in accordance with the open job orders
- Market and promote vacancies on social media platforms, via text and email blasts
- Conduct candidate interviews to compile a shortlist of maximum three suitable prospects per role
- Conduct briefing sessions to prepare candidates for interviews and assessments and debrief them afterward
- Build and maintain company database via the ATS system
- Hired approximately thirty-five technology professionals in a range of industry verticals.
- Compile job advertisements and post them onto job boards, career portals and the company's LinkedIn and Facebook pages as well as sharing job blurbs on Twitter and Instagram
- Conduct candidate feedback interviews for testimonial and referral purposes

07/2015 — 06/2017

### **Corporate Recruiter at AGS Stockbrokers**

*Miami*

*Reduced average vacancy fill time from 65 days to 28 days by implementing intelligent response handling automation, which reduced screening and shortlisting times by 30%.*

- Execute the company's recruiting process which includes candidate awareness, engagement activities, sourcing and networking, resume mining and database searching
- Responsible for partnering with divisional managers to create a resource plan, compile job specifications and analyze short and long- term hiring needs
- Liaise between field locations and corporate headquarters, providing guidance on interviewing and negotiation tactics in the interpretation of company policies and practices
- Administer tests, questionnaires, and skill assessments
- Recruit, source, select, and interview qualified candidates for midlevel and senior roles
- Review and evaluate applications for employment and requests for internal transfers, along with
- Conduct phone screens and sit in on final candidate interviews with hiring managers
- Present final offers of employment to successful incumbents and decline candidates that were unsuccessful

01/2016 — 05/2017

### Junior Recruiter at AKA Staffing

Orlando

*Completed more than \$150k in placements during the first year as a Rookie Recruiter in the Healthcare Space.*

- Calling on new clients to form relationships and receive vacancies from working on and passing them over to the Candidate Sourcer
- Cultivate relationships with client prospects and develop them into key accounts
- Engage in direct marketing efforts to promote the agency via cold calling, newsletter blasts, and social media engagement blogs
- Qualify job orders in terms of urgency to secure exclusivity with clients
- Present shortlisted candidates to the hiring manager, schedule interviews and facilitate offer negotiations
- Follow up on leads derived from calling activities, referrals and networking with clients at events and conferences
- Negotiate service level agreements for contingency and retained search projects
- Advise clients regarding industry trends and suggest recruitment strategies in accordance with changes in client business needs and requirements
- Conduct client interviews for testimonial and referral purposes

## 03 EDUCATION

Jul 2019 — Jul 2019

### American Association of Inside Sales Professionals

Dallas

Certified Inside Sales Professional (CISP)

Jan 2019 — Mar 2019

### HR Certification Institute

Alexandria

Professional in Human Resources (PHR)

Jul 2016 — Jul 2018

### Western Kentucky University

Bowling Green

Jul 2019 — Dec 2014

### Advanced Internet Recruitment Strategies (AIRS)

Online

Certified Internet Recruiter (CIR)

#### 04 SKILLS

Employee Recruitment & Retention	● ● ● ● ●	Google Adwords	● ● ● ● ●
Candidate Sourcing	● ● ● ● ●	Interview Techniques	● ● ● ● ●
Applicant Tracking Systems	● ● ● ● ●	Service Level Negotiations	● ● ● ● ●
X-Ray Searching	● ● ● ● ●	Resume Platforms	● ● ● ● ●
Email Scrapers	● ● ● ● ●	CRM Systems	● ● ● ● ●
Email Marketing	● ● ● ● ●	Text Recruiting	● ● ● ● ●
Contact Finders	● ● ● ● ●	Automated Response Handling	● ● ● ● ●
Name Generation Software	● ● ● ● ●	Research Methodologies	● ● ● ● ●
Boolean	● ● ● ● ●	Virtual Communication Software	● ● ● ● ●
Linkedin Advanced	● ● ● ● ●	Cloud Meeting Software	● ● ● ● ●
Facebook Ads Manager	● ● ● ● ●	Human Resource Management	● ● ● ● ●

#### 05 LANGUAGES

English, Spanish, French ● ● ● ● ●