

## EDWARD SMITH

1234 Main Street, Santa Ana, CA 90702 • (714) 555-6532 • edsmith@email.com

### OBJECTIVE

---

Results-driven talent administrative professional seeking opportunity to leverage 5 years of experience in the application of recruitment best practices to assist Orange County's central human resources agency in achieving significant strategic goals

### WORK EXPERIENCE

---

Davidson Corning Corporation                      San Juan Capistrano, CA                      October 2013 – Present

#### **Talent Acquisition Specialist**

*Implemented full cycle recruitment process for manufacturing facility with \$13 million annual revenue*

- Oversee all aspects of a critical staffing project requiring the hiring of 30 semi-skilled and skilled production technicians for a new plant which resulted in successfully filling 25 positions well before the target date. I work well independently with minimal supervision.
- Coordinate the relocation of existing exempt and non-exempt administrative staff to the new plant within a condensed 60-day window, resulting in the retention of 104 employees (86%). Utilized basic and advanced principles of mathematics to determine best operational basis for plane design.
- Develop a proprietary online tracking tool that provides ad-hoc reports on the progress of open requisitions that has been widely-accepted, utilized, and valued by users
- Institute social media recruiting (e.g., Facebook and LinkedIn) for all recruitments to raise the employer brand. Used strong communication and presentations skills in all phases of brand development.

City of Evergreen                                      Evergreen, CA                                      September 2009 – October 2013

#### **Human Resources Generalist**

- Implemented low-to-no cost sourcing techniques such as database searches, cold calling, and networking that saved the agency an estimated \$225,000 in outside recruiter fees
- Researched and recommended metrics such as time to fill, quality of hire, cost to fill, manager/candidate satisfaction, referral rates, and pipeline development that are now folded into the annual report
- Reviewed job profiles and position requirements to ensure alignment with the goals and objectives of the overall organization
- Investigated and responded to a wide-range of employee relations issues (e.g., employee discipline, union negotiations, workforce reduction) for an agency of over 2,000 employees. Utilized county office procedures, methods and equipment to complete this work.

### EDUCATION

---

**Bachelor of Science** – Political Science                      Loyola College                                      Templeton, CA  
Dean's List 6 of 8 semesters and Member of University Honor Society

### CERTIFICATIONS

---

Senior Professional in Human Resources (SPHR)

### SKILLS

---

#### Applicant Tracking Systems:

Virtual Edge – *3 years of advanced experience*  
Brass Ring – *3 years of advanced experience*

#### Office Productivity Software:

Microsoft Word – *Advanced user*  
Microsoft Excel – *Intermediate user*