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| |  | | --- | | **Holly Flax****Human Resources Recruiter** | | holly.b.flax.HRpro@gmail.com | |  | | **T:** 570-555-1180 | |  | | hollyflax.com | |  | | **Summary**  Strategic Recruiter with 5+ years of experience and proven results in recruiting and retention across various industries. Utilizes methods to fill high-level positions, streamline hiring processes and improve retention. | | **Skills**  Microsoft Office| Talent acquisition| Sales | College recruitment | | |  | |  | | --- | | **Experience**Recruiter — Talent Resource Solutions, Scranton, PA, CA — 07/2019 to CurrentDeveloped and implemented recruiting plans for a company with 2,000+ employees.Created college recruitment program covering 14 state colleges and universities and coordinated annual visits to each institution.Spearheaded full-cycle recruitment process for management and assistant management positions across all business lines.Coordinated travel arrangements, including reserving flights and hotels, arranging car transportation, and managing calendar of events.Staffing Recruiter — Dwight Staffing Services, Wilkes-Barre, PA — 02/2015 to 06/2019Assisted in the management of multi-state recruiting efforts to source candidates for administrative and mid-management positions for Fortune 500 companies.Worked with top clients to review staffing needs and positions, create job descriptions, and determine salaries for short- and long-term opportunities.Interviewed candidates and reviewed resumes to assess qualifications and determine optimal placement. | | **EDUCATION** **Bachelor of Science in Business Administration**  Human Resource Management, 2014  Clarion University, Clarion, PA **Certifications**  * Professional Recruiter Certification (PRC) * SHRM Certified Professional | |  | |