



ANTHONY GENTILE

Recruiter

CONTACT

 (123) 456-7890

 youremail@example.com

 Miami, FL 12345

 LinkedIn | Portfolio

KEY SKILLS

- Employer brand messaging
- Job description optimization
- HR information system (BambooHR)
- Nonprofit HR compliance
- Offer negotiation and closing techniques

EDUCATION

MIAMI DADE COLLEGE, MIAMI, FL,
May 2023

Bachelor of Science (B.S.) Human
Resources Management

ABOUT ME

HR professional with a strong foundation in recruitment support and administrative operations. Leverages strong attention to detail and analytical skills to streamline HR processes. Recognized for exceptional organizational skills and quickly adapting to changing priorities.

PROFESSIONAL EXPERIENCE

June 2023 – present

HR Intern | Humane Society of Greater Miami North, North Miami Beach, FL

- Partner with HR manager to recruit animal care technicians and veterinary assistants, successfully placing eight new hires in the first three months
- Review and revamp 10 job descriptions to better align with updated role requirements
- Collaborated with HR team to increase staff participation by 35% with the organization of a "Pawsome Team Building" event
- Contributed to the development of a new "Compassion Champion" employee recognition program, resulting in a 10% decrease in annual turnover rate

January 2022 – May 2023

Administrative Assistant | The Ritz-Carlton – South Beach, Miami Beach, FL

- Oversaw daily correspondence and scheduling for the general manager and heads of the food and beverage, housekeeping, and guest services departments
- Onboarded five new administrative assistants for the front desk, events department, and executive office
- Maintained a 95% first-call resolution rate for front desk operations, handling an average of 75 daily inquiries
- Saved approximately \$15,000 through efficient booking and loyalty program use for 10 executive business trips to industry conferences and partner properties

CERTIFICATIONS

- LinkedIn Recruiter Certification, LinkedIn, 2024