

# Keleigh Gonzlez

Recruitment Consultant

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📍 123 Random Street, Chicago, IL 60601

## EDUCATION

### Bachelor of Science in Human Resources at University of Illinois at Urbana-Champaign

Sep 2013 - May 2017

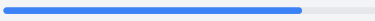
I have learned how to manage and develop people, how to identify training and development needs and how to design and implement training programs.

## LINKS

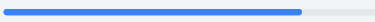
[linkedin.com/in/keleighgonzlez](https://www.linkedin.com/in/keleighgonzlez)

## SKILLS

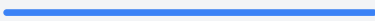
Communication



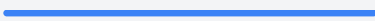
Organization



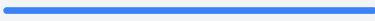
Time Management



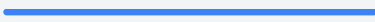
Researching



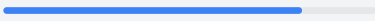
Persuasion



Negotiation

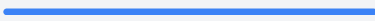


Matchmaking

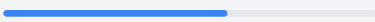


## LANGUAGES

English



Dutch



## PROFILE

I am a Recruitment Consultant with over 5 years experience in the industry. I have worked with clients of all sizes, from small businesses to large corporations. I have an excellent track record of finding and placing candidates in positions that are well suited to their skills and abilities. I am knowledgeable about the latest trends in recruiting, and I use my skills and expertise to help companies find the best talent for their needs.

## EMPLOYMENT HISTORY

### ● Recruitment Consultant at L.K. Jordan & Associates, IL

Apr 2022 - Present

- Successfully placed 50 candidates in new positions within the first 6 months on the job.
- Exceeded monthly recruitment goals by an average of 20% each month.
- Maintained a 90% success rate for candidate placements.
- Developed strong relationships with hiring managers and became their “go-to” person for staffing needs.
- Negotiated salaries and benefits packages that were advantageous for both the company and the candidate.

### ● Recruitment Consultant Trainee at The Adecco Group, IL

Sep 2017 - Feb 2022

- Hired and trained 50 new employees in the past 6 months.
- Successfully placed 100 candidates in new positions in the past year.
- Negotiated and closed 10 contracts with new clients in the past year.
- Created and implemented a successful social media recruiting strategy that increased applications by 25%.
- Wrote and published an article on effective recruitment strategies that was read by over 5,000 people.

## CERTIFICATES

### Certified Recruiting Professional (CRP)

Nov 2020

### Certified Personnel Consultant (CPC)

Sep 2019

## MEMBERSHIPS

American Staffing Association

National Association of Colleges and Employers