

James Lewis

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HUMAN RESOURCES PROFESSIONAL

- 8+ years of recruitment experience
- Previous management experience
- Ability to manage and maintain large applicant pools

QUALIFICATIONS SUMMARY:

Recruiting

- Surpassed recruitment goals by 20% annually
- Visited over 150 universities and community colleges to attract qualified candidates
- Managed candidate pool of 500+ candidates and applicants

Training

- Introduced new employees to policies and practices of organizations
- Trained new staff members on various components of their role
- Created interactive safety training modules
- Designed new hiring training and OSHA required trainings

Management

- Evaluated team members performance and provided appropriate developmental support and feedback
- Managed a team of four direct reports
- Coached 4 Jr. Recruiters to help advance them to hit monthly recruitment goals

EMPLOYMENT HISTORY

Recruiter , Pepsi- Tampa, FL	2012 – Present
Jr Recruiter , Pepsi- Tampa, FL	2010-2012
HR Coordinator , Coca-Cola- Tampa, FL	2006-2010
Store Manager , 7-11- Orlando, FL	2004-2006

EDUCATION & TRAINING

Bachelor of Arts , Human Resources Management Ashford University, San Diego, CA	07/2017
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PROFESSIONAL ORGANIZATIONS

Member, Society for Human Resource Management (SHRM)