

# THE PERFECT RESUME FOR SOMEONE MAKING A CAREER CHANGE

1. The job seeker's new career objective is clear.

2. This resume focuses on the skills, achievements, and qualifications that are most relevant to the job seeker's new career track.

3. It sells what the job seeker has to offer.

4. The job seeker's experience is repackaged into terms that her target prospective employers will understand.

5. This resume is concise and only includes necessary, relevant information.

6. The job seeker's major contributions and achievements are quantified.

7. The job seeker included non-work related skills and activities.

## Hazel Fitzpatrick

###-###-#### • emailaddress@gmail.com • LinkedInURL

### SALES PROFESSIONAL SOCIAL RECRUITING • APPLICANT TRACKING SYSTEMS • SAAS

Highly motivated sales candidate with experience excelling in recruitment.

Results-driven IT recruiter who uses a solution-selling approach to build trust quickly, overcome objections, and fill positions for internal clients in record time. Possess a deep knowledge of applicant tracking systems (ATS), employer branding, and recruiting strategies. Experienced at training talent acquisition professionals and hiring managers on various SaaS recruiting-software platforms and social-recruiting techniques. Capable of securing new business through aggressive sales and lead cultivation with corporate talent acquisition departments, recruitment agencies, and staffing firms, while overseeing the complete sales life cycle, from initial contact to sales closure. *Foundation in recruitment with these core competencies:*

Sales and Marketing Strategies • Client Relations • Life-Cycle Management • Negotiations • Social Media  
Customer-Needs Assessment • Relationship Maintenance • Lead Generation and Cold Calling • Pipeline Management  
Sourcing and Prospecting • Business Development • Account Management • Branding • E-Commerce and Internet

### PROFESSIONAL EXPERIENCE

INTERNET AND ONLINE MARKETING CORP. • Boston, MA (May 2011 - present)

#### Senior IT Recruiter

Responsible for full life cycle to recruit IT professionals for the world's leading inbound marketing platform, including lead generation via job posting and social-media engagement, candidate assessment, compensation negotiation, and sales closure with prospects (candidates). Work directly with key stakeholders to assess needs and manage expectations throughout the hiring process.

- Adopted a consultative sales approach to overcome objections raised by candidates and hiring managers, reducing the sales cycle (time to hire) by 35% over a six-month period.
- Trained 15 hiring managers on social-recruiting software from Jobvite to target the right talent and build the best teams.
- Highest producer of 10 recruiters in 2013 with 40 hires, totaling over \$3.38 million in annual compensation.

E-COMMERCE RETAILER LLC. • Brooklyn, NY (July 2008 - May 2011)

#### IT Recruiter (August 2009 - May 2011)

Sourced, recruited, and filled technical positions for a high-growth online marketplace for handmade and vintage items.

- Consistently surpassed aggressive hiring targets with annual growth ranging from 35% to 85%.
- Recognized as top performer for proven ability to build and maintain senior-level client relationships.

#### Talent Acquisition Coordinator (July 2008 - August 2009)

Responsible for sourcing and qualifying potential leads (candidates) for 160 positions. Assisted in tracking and managing the pipeline of candidates for five senior team members.

### EDUCATION AND PROFESSIONAL DEVELOPMENT

UNIVERSITY OF MARYLAND COLLEGE PARK, College Park, MD  
Bachelor of Science in Finance (2008)

Member BOSTON GLOBE TOASTMASTERS, Boston, MA (May 2013 - present)

### TECHNICAL SKILLS

Social Recruiting and Applicant Tracking Systems (ATS): Jobvite, Kenexa BrassRing, Taleo, Bullhorn Reach  
Social Media: LinkedIn, Facebook, Twitter • Microsoft Office • Working knowledge of Salesforce.com (SFDC)