



JOHN XRON

**Virtual Assistant /
Recruiter Coordinator**

CONTACT INFORMATION

- [Redacted]
- [Redacted]
- [Redacted]

PROFILE

Meet John, your trusty virtual assistant, the digital ally designed to streamline your day and elevate your productivity to new heights. With a blend of unparalleled efficiency and unwavering reliability, John stands as the epitome of digital assistance.

As a Recruiter Coordinator, John orchestrates the entire recruitment process with aplomb. From crafting compelling job descriptions to conducting insightful interviews, he leaves no stone unturned in his quest to find the perfect fit. His approach is marked by meticulous attention to detail and a genuine commitment to understanding the needs of both clients and candidates.

EDUCATIONAL HISTORY

[Redacted]
2015 - 2018

[Redacted]
2018 - 2020

BS Psychology

RELEVANT SKILLS

- Adaptability and continuous learning
- Critical thinking
- Interpersonal communication
- Research
- Writing
- Reading Comprehension

WORK EXPERIENCE

Virtual Assistant

[Redacted]
July 2023 - April 2024

- Sourced different candidates for different types of job orders.
- Updated a clients archive system with new candidates sourced.
- Data entry: Inputting and organizing data into spreadsheets or databases.
- Email management: Sorting, organizing, and responding to emails on behalf of the client.

Billing Specialist

[Redacted]
July 2023 - April 2024

- Payment processing: Collecting and processing payments from customers, including credit card transactions, checks, or electronic transfers.
- Accounts receivable management: Monitoring and tracking outstanding invoices, following up with customers on payment status, and resolving any billing discrepancies or disputes.

Recruiter Coordinator

[Redacted]
August 2021 - May 2023

- Sources resumes of qualified candidates for specific job orders, using job boards, applicant tracking systems, and company websites.
- Conducts phone interviews to pre-screen candidates, verifying their qualifications, availability and compensation requirements; documents these interviews.
- Sets up interviews between candidates and hiring managers.
- Is involved in recruiting passive candidates, through phone calls, emails, and general relationship-building.
- Makes recommendations on additional candidate pools and recruiting techniques, after evaluating market conditions.