

Bill Shakespeare

555 Strook Ave., Pittsburgh, PA 56128
wshakespeare@omail.com
614-296-5007

Objective: To obtain a full-time position in the publishing field.

Education:

University of Dayton: Dayton, OH
Bachelor of Arts, Major: English

Graduation: December 20XX
GPA: 3.15

Professional Experience:

Mercy Healthcare Benfield, PA August 200X-present

Flu Program Coordinator/ Healthcare Recruiter

- Recruit, screen and hire Registered Nurses and Licensed Practical Nurses to deliver flu shots to patients
- Provide new hire orientation for newly hired nurses at bi-weekly orientation classes
- Secure, plan, coordinate and execute over 250 flu clinics held at employer sites
- Negotiate pay rates for each nurse determined on background and experience
- Work closely with client contacts from planning stages through completion of flu clinic
- Manage proper scheduling and staffing levels

Johnson Publishing Powell, Ohio January 200X- April 200X

Intern

- Assisted copy editors with book and article projects
- Edited book chapters, bibliographies, and articles
- Implemented new editing and design software and instructed other interns in its use

Smith-Levin Recruiting LLC Coshocton, OH June 200X- July 200X

Researcher

June 200X- November 200X

- Aided Senior Recruiters in their searches with appropriate research in the territory he or she was filling
- Cold called numerous sources to obtain names and contact information for potential candidates
- Used creativity to gather names of managers and representatives who were in difficult to fill areas
- Screened candidates for Senior Recruiters to determine whether or not the candidate would be a good fit for the position

Skills:

- Excellent oral and written communication skills
- Creative problem solver
- Ability to adapt to changing situations
- Works well independently and in a team setting

Volunteer Work:

Philly Cares, Dublin Library, SISCA Animal Shelter, University of Dayton Christmas on Campus