

CELINE MORGANSTERN

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614-296-5007

Objective: To obtain a full-time position as a recruiter, preferably in the publishing or healthcare fields.

Education:

University of Dayton
BA in English

Dayton, OH

Graduation: 20XX

Work History:

Mercy Healthcare

Benfield, PA

August 200X-present

Flu Program Coordinator/ Healthcare Recruiter

- Responsible for recruiting, screening and hiring 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
- In charge of securing, planning, coordinating and executing 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
- Responsible for proper scheduling and staffing levels

Smith-Levin Recruiting LLC

Coshocton, OH

June 200X- July 200X

Executive Recruiter

- Performed research throughout the country to obtain names of possible candidates per agreed upon specifications; frequently recruited in hard to fill territories
- Called pharmaceutical reps to inform them of opportunities given to us by our retained client companies
- Selected the most qualified individuals for each position by screening and assessing against agreed upon specifications/ profiles
- Recruited specialty reps for a range of therapeutic areas including but not limited to, women's health, cardiovascular, nephrology and primary care
- Created a slate of the most qualified candidates for approval from my project manager and our retained clients
- Scheduled candidates' interview times and assured they are properly prepared for their interview
- Assured appropriate follow up post interview with all candidates, including those not offered the position
- Negotiated salaries to ensure the best outcome is achieved for client, candidate and TalenTactics

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

Johnson Publishing

Powell, Ohio

January 2007- April 2007

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

Volunteer Work:

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

References available upon request