

# **AMITA PATEL**

Email: [amypatel2020@gmail.com](mailto:amypatel2020@gmail.com)

PH : 847-208-3001

## **PROFESSIONAL OBJECTIVE**

Eager to apply academic and professional background towards launching a successful career as a Talent Acquisition with an employer offering opportunities for professional development in exchange for demonstrated drive and commitment to superior job performance.

## **SUMMARY OF QUALIFICATIONS**

- Over 6 years' experience in recruiting field
- Over 7 years' progressive experience in performing administrative activities
- Demonstrated ability to greet residents and clients and guide them accordingly
- Highly skilled in answering and forwarding phone calls
- Hands-on experience in receiving, sorting, and routing mail
- Bilingual: English, Hindi, Gujarati

## **EDUCATION**

Robert Morris College 2000-2003  
A.A.S Computer Networking

Roosevelt University 2005-2007  
bachelor's in psychology

## **TECHNOLOGICAL EXPERTISE**

- Web Design Packages including HTML/DHTML/ASP/JavaScript
- Windows 2K Pro/2K, Server/XP, Linux i386/586, Netware
- Java, C , C++
- MS Office: Word, PowerPoint, Excel and Outlook, WorkDay and SuccessFactors

## **WORK EXPERIENCE**

**Sourcing Specialist at Boston Scientific  
(Randstad Sourceright)**

**Aug 2022 to Present**

- Doing Healthcare recruiting/Sales and Marketing.
- Lead sourcing specialist on the team.
- Using sourcing options networking, headhunting and use of social media: investing and implementing new ideas to find passive candidates.
- Develop sourcing strategies in accord with TA partners and hiring managers to achieve organization's long-term hiring goals.

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### **Talent Sourcing Consultant at Wells Fargo (Randstad Sourceright)**

**Aug 2021 to Aug 2022**

- Lead sourcing specialist on the team
- Exceeded monthly goals by 120%
- Provided training to other team members
- Using sourcing options networking, headhunting and use of social media: investing and implementing new ideas to find passive candidates.
- Develop sourcing strategies in accord with TA partners and hiring managers to achieve organization's long-term hiring goals.
- Experience in searching for candidates by using different sourcing strategies including LinkedIn Recruiter, Indeed and Dice search
- Build talent database using "gr8people" to manage all speculative CV's and management reviews/feedback
- Build great relationships with passive candidates online and through networking calls

### **IT Recruiter at Param Consulting Services Inc.**

**March 2021 to Aug 2021**

- Created job requirement postings by working with HR
- Posted job requirements on various platforms
- Searched for relevant resumes
- Helped HR to short list candidates
- Set up meeting and contracts with vendors and clients
- Maintained good relations with different Corp HRs and Recruiters

### **Recruiter at ANB Sourcing**

**March 2019 to March 2021**

- Created job requirements postings by working with HR
- Posted job requirements on various platforms
- Searched for relevant resumes
- Helped HR to short list candidates
- Actively coordinated with vendors and partners to understand their needs
- Negotiated contracts with vendors and clients for new positions
- Helped with document scanning and verification

### **Worked as Jr. recruiter at Sasken Inc**

**March 2016 to Dec 2018**

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- Helped Sr. recruiter to shortlist candidates
- Followed up with candidates as per the guidance of Sr Recruiter
- Posted job description on various job posting sites
- Maintain database for the applicants
- Maintain database for the job requirements from partners and vendors.

### **Worked at DHS in Rolling Meadows IL as a Receptionist     June 2012 to Sep 2015**

- Welcome visitors, determine nature of business, and direct visitors to suitable
- Answer incoming telephone calls; operate PBX and multi-line telephone system
- Receive, sort, and route mail
- Monitor visitor access and issues passes
- Order, receive, and maintain office supplies
- Assemble listing packages
- Help with document scanning

### **Worked at Molson Dentistry as a receptionist 2012**

**Feb 2008 to March**

- Greeted patients
- Scheduled and confirmed patient appointments
- Performed data entry into the NextGen software system
- Responded to patient grievances
- Maintained confidential files and records

### **Internship at YWCA-Eliminating Racism Empowering Women (Young Women's Christian Association)**

**March 2006 to Sep 2006**

- Empathy Training Hotline
- Rape Crisis Hotline
- Counseling Training
- Outreach and Prevention Education/Advocated for domestically abused women and children

## **ADDITIONAL SKILLS**

## **AMITA PATEL**

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- Strong verbal and written communication skills
- Proven ability to deal promptly with emergency situations
- Able to multitask, prioritize and flexible with changing business requirements
- Precise attention to detail.