

LUIGI CAVALIERE

Medical Recruiter

✉ l.cavaliere@email.com

☎ (123) 456-7890

📍 Columbia, SC

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts

Organizational Leadership/HR

Anderson University

📅 2002 - 2006

📍 Anderson, SC

SKILLS

- Customer Service
- Medical Administration
- Database Management
- Written Communication
- Cold Calling
- Benefits/Compensation
- Applicant Tracking Systems
- Medical Terminology

WORK EXPERIENCE

Healthcare Recruiter

Lexington Medical Center

📅 2017 - current 📍 West Columbia, SC

- **Recruited 376 candidates** by leveraging multiple tools, including LinkedIn, Glassdoor, ZipRecruiter, and Facebook
- Screened and presented 200+ candidates to 47 hiring managers, medical directors, and relevant staff members
- Evaluated 250+ background checks, references, and certification reviews, increasing hiring efficiency by 34%
- Developed relationships with 3 medical schools and attended 18 career fairs events, increasing candidate numbers by 41%
- Conducted cold calls to passive candidates, physicians, and hospitals seeking candidates for open positions

Corporate Recruiter

BlueCross BlueShield of South Carolina

📅 2012 - 2017 📍 Columbia, SC

- Conducted full cycle recruitment of medical providers, including negotiating fees and building a provider network
- **Assembled and reviewed 479 contracts** using DocuSign
- Guided 228 new medical providers through the compensation & pension credentialing process
- Designed and created 23 employee training materials, including flyers, handbooks, and pamphlets

Staffing Coordinator

Midlands Health and Rehabilitation Center

📅 2008 - 2012 📍 Columbia, SC

- Managed high-volume cold calling and **recruited 522 candidates**
- Evaluated 2.1K resumes and interviewed 475+ candidates
- Secured and processed 675 employment contracts

Recruitment Assistant

SC Department of Revenue

📅 2006 - 2008 📍 Columbia, SC

- **Networked with 500+ medical field candidates** using online job boards and social media such as Facebook and LinkedIn
- Oversaw interviews of 460+ prospective employees
- Screened 323 candidates, reviewed resumes, and coached candidates on their strengths and weaknesses