John Dowel

Healthcare Recruiter

CONTACT

📞 (555) 123-4567

✉ john.dowl@gmail.com

📍 United States, Chicago, IL

EDUCATION

Bachelor of Science in Human Resources Management

University of Illinois, United States, Graduated: May 2016

Certified Healthcare Recruiter (CHR)

National Association of Healthcare Recruitment, Certification Date: April 2018

💼 PROFESSIONAL SUMMARY

Experienced and results-driven Healthcare Recruiter with experience in finding top professionals. Adept at sourcing, interviewing, and placing candidates for a variety of roles in hospitals, clinics, and private practices.

💼 EXPERIENCE

Healthcare Recruiter   2020 - 2025

Busy Healthcare Staffing, Chicago, IL

- Managed full-cycle recruitment for healthcare roles including nurses, physicians, medical assistants, and administrative staff.
- Utilized social media, job boards, and networking events to source high-quality candidates.
- Conducted in-depth interviews, background checks, and skills assessments to ensure candidates meet client requirements.
- Developed strong relationships with hiring managers and department heads to understand staffing needs.
- Tracked candidate progress and maintained accurate records in the applicant tracking system (ATS).

Recruitment Coordinator   2017 - 2019

FSD Medical Group, Chicago, IL

- Assisted in the recruitment process by posting job openings, screening resumes, and coordinating interviews.
- Managed candidate pipelines, ensuring timely follow-up and communication.
- Supported onboarding processes, including background checks, reference verification, and document collection.
- Maintained job postings and updated internal recruitment databases.

⭐ SKILLS

Healthcare recruitment experience across various roles and specialties	★★★★★
Proficient with recruitment tools (iCIMS, LinkedIn Recruiter, Bullhorn)	★★★★★
Strong knowledge of healthcare industry regulations and compliance	★★★★★
Excellent communication, negotiation, and relationship-building skills	★★★★★
Ability to manage multiple openings simultaneously and meet deadlines	★★★★★