

## **Gareth Callaway**

**Objective:** Dedicated and results-driven Recruiter with extensive experience in sourcing, screening, and hiring top-tier talent across various industries. Seeking a challenging opportunity to leverage expertise in talent acquisition, relationship building, and HR strategies to support organizational growth and success.

### **Professional Experience:**

*Owner/President/CEO – Gateway Staffing*

- Proactively sourced, screened, and recruited candidates for technical and non-technical positions, ensuring a high-quality talent pipeline.
- Collaborated with hiring managers to define job requirements, conducted interviews, and facilitated the selection process, resulting in a 30% reduction in time-to-fill positions.
- Implemented innovative sourcing strategies, including social media recruitment and networking events, leading to a 25% increase in qualified applicants.
- Managed candidate relationships, negotiated offers, and coordinated onboarding processes to ensure a smooth transition for new hires.

*HR Coordinator – Gateway Staffing*

- Assisted in the recruitment process by posting job openings, reviewing resumes, and conducting initial screenings.
- Coordinated employee training sessions and orientation programs, contributing to a 20% increase in employee retention.
- Maintained HR records, processed payroll, and managed benefits administration, ensuring compliance with company policies and regulations.

### **Education:**

*Bachelor of science in Geography – Ulster University 1973*

### **Skills:**

- Talent Acquisition
- Candidate Sourcing
- Interviewing and Selection
- Relationship Management

- HR Policies and Compliance
- Applicant Tracking Systems (ATS)
- Negotiation Skills
- Onboarding and Orientation

**Certifications:**

- Professional in Human Resources (PHR)
- LinkedIn Recruiter Certification

**Additional Information:**

- Member of [Professional Organization]
- Volunteer experience in career coaching or mentoring programs