

Sabina Basilico

Staffing Specialist

Dedicated and results-driven Staffing Specialist with 1 year of experience in talent acquisition, candidate screening, and relationship building. Proven track record in efficiently filling positions, maintaining high levels of client satisfaction, and contributing to organizational growth. Adept at leveraging excellent communication and interpersonal skills to foster strong partnerships with candidates and clients, ensuring successful placements and long-term retention.

sabina.basilico@gmail.com 

(457) 843-0052 

123 Oak Street, Tulsa, OK 74105 

Education

Bachelor of Business Administration in Human Resources Management at University of Oklahoma, Norman, OK

Aug 2018 - May 2022

Relevant Coursework: Organizational Behavior, Labor Relations, Employment Law, Compensation and Benefits, Talent Acquisition and Development, Performance Management, HR Analytics, Business Ethics, and Strategic Human Resource Management.

Links

[linkedin.com/in/sabinabasilico](https://www.linkedin.com/in/sabinabasilico)

Skills

Recruitment



Onboarding



Interviewing



Negotiation



Sourcing



Applicant Tracking System (ATS)



LinkedIn Recruiter



Employment History

Staffing Specialist at PeopleSource, OK

Feb 2023 - Present

- Successfully placed over 150 candidates in suitable positions within a year, resulting in a 95% retention rate and contributing to the company's growth.
- Streamlined the recruitment process by implementing an Applicant Tracking System (ATS), reducing the average time-to-hire by 30% and increasing overall efficiency.
- Developed strong relationships with over 50 local businesses, leading to a 60% increase in job orders and creating new opportunities for candidates.
- Organized and led a successful job fair for PeopleSource, attracting over 200 potential candidates and resulting in 35 immediate hires.

Associate Staffing Specialist at Express Employment Professionals, OK

Jul 2022 - Jan 2023

- Successfully managed a high volume of over 150 job orders per month, resulting in a 95% fulfillment rate and contributing to the company's overall growth.
- Streamlined the candidate screening process, reducing time-to-hire by 30% and increasing the quality of placements by implementing targeted interview techniques and assessment tools.
- Developed and maintained strong relationships with over 50 clients, leading to a 90% client retention rate and generating an additional \$500,000 in annual revenue for Express Employment Professionals.

Certificates

Certified Staffing Professional (CSP)

Jan 2022

Technical Services Certified (TSC)

May 2020

Memberships

American Staffing Association (ASA)