Joe Bloggs

-RECRUITMENT CONSULTANT-

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PROFILE

- Recruitment consultant with 4+ years experience in both legal and marketing recruitment.
- 360 recruiter able to run my own desk autonomously with a solid billing history.
- Demonstrable track record of building and maintaining relationships with senior decision makers and quality candidates.
- Driven, determined and self-motivated with strong communications skills and a confident and resilient personality.
- Full member of the British Institute of Recruiters.

WORK HISTORY

Recruitment Consultant (Legal) | *March 2015 - date*

-HARVEY GRIFFITHS RECRUITMENT, NOTTINGHAM-

My responsibilities included:

- Sourcing candidates for legal roles through job boards, adverts, LinkedIn and referrals.
- Arranging meetings with candidates to go over their career histories and goals.
- Matching clients to vacancies and shortlisting, arranging references for successful placements.
- Arranging and hosting events to expand my network and personal brand.
- Building my client base and marketing candidates to them via email, phone and social.

Key achievement: Exceeded billing targets in 2019 by +33% | 2018 by +27% | 2016 by +21%

Recruitment Consultant (Marketing) | *January 2010 – February 2015*

-APRIL MAY RECRUITMENT, NOTTINGHAM-

My responsibilities included:

- Building client base from scratch through hosting events, networking and referrals.
- Working with a wide range of clients from SMEs to multi nationals.
- Scheduling and attending pitches with prospective clients
- Networking in the industry and establishing my own brand within the market.
- Assisting clients recruitment needs with recruiting needs from finding temps to permanent additions.
- Sourcing, screening and onboarding new high quality candidates.

Key achievement: Developed own client base from scratch worth £480k pa by 2015.

Trainee Recruitment Consultant (Education) | *January 2009 – December 2009*

-TEACHER PLUS RECRUITMENT, NOTTINGHAM-

My responsibilities in this 12 month apprenticeship included:

- Sourcing candidates via advertising, headhunting, networking and referrals.
- Interviewing and screening candidates, and matching them to available temporary positions.
- Covering the phone one in six weekends from home, and occasionally in the week to meet demand.

EDUCATION

A Levels | *June 2008*

-REDHILL ACADEMY, ARNOLD-

English (B), Maths (B), Biology (C)

GCSEs | *June 2006*

-REDHILL ACADEMY, ARNOLD-

9 GCSEs grades C and above, including English (B) and Maths (B)

SKILLS

- Well developed interpersonal and communication skills.
- Strong sales and negotiation skills – specific example scenarios available.
- Tenacious, confident, ambitious and self-motivated.
- All past experience was in fast-paced environments, allowing me to develop excellent time management and organisational skills.

CONTRIBUTIONS

- "Lockdown conditions brings opportunities for recruiters" ~ Recruiter Magazine, 21st May 2020
- "Bring on the brilliance: agencies improve Covid-19 schemes" ~ Recruiter Magazine, 15th April 2020
- "How to engage your Millennial workforce" ~ HR Magazine, 15th January 2020

A full list of contributions can be found on my LinkedIn profile: @joebloggs

INTERESTS

In my spare time, I am a member of my local community theatre group and I take part in productions two or three times a year. I also host info sessions in local schools about getting involved with the theatre.

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