# Joe Bloggs

### -recruitment consultant-

**Address:** 1234, High Street, Nottingham NG1 2DY

**Phone:** 0115 9123456 / 07984 182182

**Email:** joe@bloggs.com | **Website:** www.joebloggs.com

**LinkedIn:** @joebloggs | **Twitter:** @joebloggs99

## 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.

© [CVTemplateMaster.com](https://www.cvtemplatemaster.com/)

This CV template may be used for **personal use ONLY**. Please see our [terms of use](https://www.cvtemplatemaster.com/terms/). For questions, contact us: contact@cvtemplatemaster.com

The images and fonts used in this file are used under licence and must not be reproduced, except in connection with the use of this CV template for your own personal use.

Download page : <https://www.cvtemplatemaster.com/cv-template/centred-modern-cv-template/>