# 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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