

John Wilday

+1 (217) 416-0480 | johnwilday@gmail.com | website | linkedin.com/in/johnwilday

SUMMARY

EXPERIENCE:

Head of Equity Recruiting; Database Manager * May 2015–Present

COMPREHENSIVE RECRUITING, Phoenix, Arizona

*Main duties: Candidate recruitment & Client relations; Candidate database maintenance

Co-Owner/Operator, TapersPosterVault.com, now Screen Print Vault * February 2011–Present

*Main duties: Creation and operation (buying/selling/shipping) of web-based limited-edition art and collectibles sales business

Executive Job Recruiter * April 2010–January 2013

STREET SCOUT, St. Louis, Missouri

*Main duties: Maintaining client relationships with Asset Managers, Consulting Firms and Executive level managers at Investment Banks throughout United States, Europe, and Asia; Recruiting Analysts and Investment Banking professionals across industry sectors; Prospecting Corporate Clients and Networking with job candidates

Enrollment Processor * July 2008–March 2010

ART INSTITUTE OF COLORADO, Denver, Colorado

*Main duties: Assisting prospective students with application process; scanning & entering applications using CARS computer system; Phone reception

Office Assistant * December 2007–June 2008

PROLOGIS & NATIONAL MS SOCIETY, Denver, Colorado

*Main duties: Assisted Risk Management and H.R. divisions with Excel data-base and mailing list projects

*Other similar assignments through Apple One Employment Agency

Production Assistant * November 2004–November 2007

*Independent contractor for various television / film / video production companies: PBS-Springfield & Chicago, IL; Spelling Productions, Corner Booth Productions, The Weinstein Company, Spark Factory Productions- Los Angeles, CA; High Noon Entertainment- Denver, CO

*Main duties: On-set support to directors, producers and principals; on-set talent wrangling/driving; office assistance including: scheduling and casting of talent, proofreading copy, liaison to clients and production staff; post-production: tape logging and transcription

Office Assistant / Runner * October 1996 –June 1998; January 2004–May 2005

BROWN, HAY & STEPHENS, Attorneys in Law, Springfield, Illinois

*Main duties: Managed efforts to downsize archives of past cases; communicated with clients; compiled legal research; filed documents with court; served subpoenas

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EDUCATION:

B.A.: Technical Communication and Video Production; Minor: Political Science (December 2003)

COLORADO STATE UNIVERSITY / Fort Collins, Colorado

English Language Teacher; TEFL Certification Course * January 2016–September 2016 VIA LINGUA, Florence, Italy & Barcelona, Spain

SKILLS

jQuery, Bootstrap, Javascript, MongoDB, CSS, HTML, MySQL, React, Server-side APIs, AJAX, JSON, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Outlook, Google Drive, Google Document, Google Excel, Final Cut Pro