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Profile

After having a successful career within the recruitment industry for the last 5-6 years, I wish to explore a new career opportunity.

I am enrolling onto a Software Development course and am now looking for a part-time opportunity where I can utilise my career experience whilst studying for my new career path.

I am Enthusiastic, hard-working, honest and an adaptable with good communication skills combined with the ability to relate to people at all levels. I relish new challenges and thoroughly enjoy working as part of a team.

Employment history

Conexus

Senior Delivery Consultant

March 2022 – Jan 2023

As a senior delivery consultant for Conexus my role was to find high quality candidates for our clients and take them through the full recruitment lifecycle. I worked in a number of different IT domains and delivered candidates for some of the world's leading IT and financial consultancies.

Responsibilities:

- I delivered candidates within SAP, ServiceNow, IoT and Data Architecture
- Take candidates through a thorough pre-screening process
- Conduct interview scheduling and provide feedback to candidates
- Use a number of different recruitment tools and software to identify high quality candidates
- Research my given industry to better understand our client and source high quality talent
- Provide training to junior recruitment consultants
- Meet with our clients to understand their requirements and deliver to their needs
- Liaise with the client for initial candidate feedback and interview scheduling
- Deliver offers to successful candidates and take them through onboarding process

VARGO Group

Resourcer/360 Consultant

Jun 2021 – March 2022

I was recommended to Vargo from an old colleague. My first month within Vargo I started out as a resourcer, focussing solely on finding candidates for urgent roles in the tech team. Due to my success of working with Candidates and brining on new business my role was changed to a 360 consultant.

Responsibilities:

- Find clients and develop long-term relationships
- Create relationships with job seekers and provide advice
- Practice recruiting methods to attract candidates
- Organise Teams calls to understand client requirements
- Screen resumes and applications
- Resource suitable technical skills for various roles
- Source candidates using databases, social media etc.
- Assume responsibility of pre-interview screening
- Facilitate and finalise agreements between candidate and employer

Target group**Talent Acquisition specialist****Mar 2021 – Jun 2021**

Talent specialist for the Servicing and Finance divisions. This involved recruiting for various types of customer service skillsets for a fast paced and challenging role.

Responsibilities:

- Volume recruitment
- Responsible for the end-to-end recruitment process (initial job briefing through to training)
- Assess current recruitment strategies and processes
- Liaise with training teams to organise start dates and monitor headcount
- Direct resourcing via multiple platforms
- Providing ideas for brand strategy and how to better market what Target offer

Spicerhaart**Talent Acquisition Specialist****Sep 2019 – Mar 2020**

Made redundant on announcement of the pandemic/lockdown.

Talent specialist for the UK'S Biggest independent estate agency.

Responsibilities:

- Volume recruitment
- Stakeholder management (key part of my role)
- Full responsibility for the recruitment life cycle
- Direct sourcing via multiple platforms
- Host recruitment evenings in branch

Alcumus Group Internal**Internal Recruitment consultant (IT)****Dec 2018 – Aug 2019**

Given redundancy package due to part of the business being sold.

Taking ownership of internal & external recruitment for all IT, Financial and Health & Safety vacancies within the Alcumus Group.

Accountable for the end to end recruitment of professionals across the Group. This includes advertising vacancies, developing talent networks, proactively resourcing and developing candidate and hiring manager relationships. Successfully recruited talent in to niche roles through headhunting and talent pool building using a range of recruitment platforms. Recruited volume roles, such as Customer Care and Sales Executives, through to head hunting niche talent such as Health and Safety Consultants and Senior Software Developers. Created and designed new job adverts to increase candidate attraction, including employer brand. Managed "Facebook" through advertising new roles, employer brand and culture.

- Partnering with stakeholders –HR Partners & business directors to define and Identifying skill sets that will need to be pipelined, mainly Software developers and Health & Safety consultants and planning how to attract this talent.

- Working with hiring managers to determine hiring strategy for each vacancy that comes through my desk and offering advice on the best approach to take.
- Proactive recruitment, using LinkedIn Recruiter to carry out searches for passive candidates and sending approaches to encourage them to apply for the vacancy in question.
- Creation of both internal & external offers through our ATS system and handing all information over to our HR team once completed.
- Occasional travel to other regional offices for face to face engagement with hiring managers.

Resource Solutions Group / Sanderson PLC Digital Recruitment Consultant March 2017 – November 2018

Part of Resource Solutions Group (RSG), Sanderson Recruitment is one of the largest, independently owned professional resourcing companies in the UK. They specialise in permanent, interim and contract recruitment, with a proven track record of expertise across a number of market sectors, including IT and Business Change.

As a Digital Recruitment Consultant for Sanderson, I sat within the technology team and focussed on web, mobile and desktop development. This mainly involved resourcing candidates with highly technical skillsets for job titles such as: Web developers (Full-Stack, front and back end), Mobile developers (iOS, Android and Xamarin), Digital design and User experience (UI, UX, Visual design).

I cannot disclose any information regarding clients for obvious reasons but my time at Sanderson has given me a great deal of hands on delivery experience for some of the UK's largest and most reputable companies. I excelled at understanding job requirements and then delivering the resource for the respective client. This was a fast-paced delivery environment to strict SLA's, my role would involve meeting candidates to help gain market knowledge and keep up to date with current candidates, this in turn helped me maintain a large and up to date candidate database. I would discuss current or future requirements with hiring managers or internal resourcing staff and on occasion meet with potential clients to discuss new business. I am keen on my personal development and would attend various training sessions and conferences within the business to improve on any area within recruitment. My duties involved:

- Resource candidates through direct channels, Attracting and building a pipeline of talent
- Conduct pre-qualification and screening calls of candidates
- Schedule and conduct telephone interviews and co-ordinate face to face interviews with hiring managers
- Write enticing and creative job specifications and advertising them on various platforms
- Lead offer negotiations and closing out candidates
- Monitor industry trends and provide regular and timely market updates

Berkeley Square IT

Senior Recruitment Consultant

Dec 2016 – March 2017

Berkeley Square IT is a boutique recruitment consultancy with expertise in the IT sector. They provide high quality recruitment practices for their clients and have become trusted partners for a number of FTSE 100 clients.

I joined the company with no experience in recruitment and was given the opportunity to prove myself in a challenging role. Since joining I have shown the determination, hard work, self-belief and passion to succeed.

360 recruitment; managing the entire recruitment process:

- Liaising with clients and candidates to understand their needs
- Conducting candidate interviews
- Updating the recruitment database and job boards with role profiles
- Supporting team projects with general administration
- Negotiating contracts with clients
- Compliance; reference checks, background screening
- Formatting CVs, drafting job descriptions and job advertisements
- Undertaking research, writing tender proposals and creating presentations to support
- Arranging and attending client meetings and visits

My specialities within recruitment – IT: UX/UI, Web development, Software development, Application development, Full stack, front end/Back end, Devops, QA and Testing (Automation and Manual). Field Service Engineer (Engineering).

- Successfully resourced a candidate in my first week of joining the company.
- Hit target which enabled the team to go on a company holiday to Nice, France.
- Successfully developed new business in my chosen industry
- Successfully hit target as a consultant

Reason for leaving I wish to step away from business development. My main attribute is working with and resourcing quality candidates, I want to work with hiring managers and internal staff. My aim is to be more 'Involved' within the recruitment process and I feel I can best gain this through internal or in-house recruitment.

Berkeley Square	IT Recruitment Consultant	June 2016 – Dec 2016
Berkeley Square IT	Trainee Recruitment Consultant (resourcer)	June 2015 – June 2016
Eagle Organisation	Field sales representative	January 2015 – June 2015

It's a Sales and Marketing Company, so I have a good level of experience in direct sales. I was self-employed. My role was a door-to-door sales person. From doing this as a job, I speak to about 60-70 people/potential customers a day. This has increased my confidence massively, so I find it extremely easy to talk to new people, also I am very polite with customers who need help or who have questions on particular things. During my time here I was promoted to leadership, which involved me training new people and working together as a team to achieve and succeed targets set by the business.

NCR	Customer Engineer	2014– January 2015
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Position responsible for installation, maintenance and repairs on equipment within an assigned territory/region to assure continuity of customer operations and high levels of customer satisfaction. Responsible for ownership of customer problems or incidents until the situation has been resolved to the customers satisfaction and or in compliance with agreed upon Service Level Agreements. Customer Engineer responds to all customer concerns or problems by resolving them or by escalating them to the proper associate, team member, territory manager, or the Control Tower. Build working relationships with customers and develop informal communication channels with customer account at the local level; Represents NCR in a manner that reflects positively on the image and reputation of the company. Responsible for all NCR assets that will be used in the delivery of customer services (i.e. tools, software, vehicles, documentation, and intellectual property), or as assigned by management; Maintain an appropriate parts inventory as well as parts record keeping. Responsible for capturing detailed customer asset information and other data required to complete any invoicing or billing activities.

The British Army	Infantry Soldier	2009 – 2014
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Following completion of hugely challenging army training at Catterick, I became a member of the infantry taking part in section attacks. Qualified in weapon handling, I specialised as a gunner in a warrior tank, which was a role I enjoyed because I was working as part of a small team with driver and commander. I took my lead from the commander in order to lock on to the target and deactivate in accordance with instructions. As part of my ongoing development, I took part in training exercises and practised drills on Salisbury Plain and in Scotland and completed the Battlefield Tour in Belgium. As a gunner I took my responsibilities seriously, as I was controlling canon and I had to be alert, focused and be able to stay switched on at all times. These qualities of being able to concentrate and focus are qualities which I would bring to future employers. During down time I played for the army football and boxing teams, where I later went on to captain the boxing team. This was an alternative direction which gave me the opportunity to help other young boxers through mentoring, instilling confidence and increasing motivation. It also helped me to speak confidently in front of others.

Interests

Boxing, Football, Rugby, Gaming industry and I like to keep fit through playing sports.

Achievements & qualifications

- Captained Battalion boxing team
- Selected for army football team
- In top 1/3 when completing army training at Catterick
- Level 2 Key Skills – communication
- Cisco Routing & Switches qualification

References

Available on request