

Max Lythgoe

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Work Experience (updated 7/21)

October 8th 2020 - July 9th 2021 (9 mos, contract)

Executive Assistant / Recruiter - Compass Group

- Managed all emails, texts and other communications, acting on behalf of the director of operations, including scheduling appointments and sending out calendar invites, texting clients/candidates and scheduling and confirming with them. I solely managed the company when he was away on travel ensuring that everything was managed effectively and helping with a smooth transition for clients.
- Helped 5 clients hire 63+ employees ranging from entry level to professional positions.
- I was promoted twice, once after 90 days to Recruiter and another after 6 months to Executive Assistant / Recruiter (each promotion including a 15% raise).
- Met all deadlines for projects in a timely manner and helped to ensure that all meetings were attended and clients/candidates were given regular updates on progress.
- I traveled to the client's location and arrived early to prep them on the candidate they would be interviewing as well as preparing the candidate by sending out pre-interview docs and confirming with both candidate and client prior to the interview via text and email.
- Attended regular meetings to reassess performance and receive information on new positions to fill. This included meeting with the hiring manager and getting an understanding of the position and what must-have skills were needed in potential candidates.
- Interviewed qualified candidates taking notes on attributes such as their strengths, weaknesses, goals, relevant experience, their interpersonal skills and innate intelligence.
- Sourced for qualified candidates using job boards (mainly using Monster, Ziprecruiter, LinkedIn, and Careerbuilder) downloading resumes, organizing and rating candidates and in charge of all communication to candidates through the initial email/text all the way up to delivery and signing of the offer letter. I was given bonuses for candidates I found for professional positions that got hired.
- Maintained office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, locking up the office at close of day and keeping keys for each office.
- Maintained comprehensive and accurate records, updated regularly for all clients. I was put in charge of drafting and designing documents, presentations and contracts.
- Handled sensitive information and completed and organized weeks of market research to present to clients. Worked in word processing software and spreadsheets daily along with any other online services or programs required. I also worked on the occasional accounting needs for 2 companies using quickbooks (mostly reconciliation).

April 30th 2020 - December 23rd 2020 (9 mos)

Clicklist (Online Pickup) Associate - Smiths

- My department was awarded and given bonuses 3 times for our stellar performance and timeliness. We were consistently rated as #1 in our district in sales and quality.
- Every action I made in shopping, staging or pickup was timed and I regularly achieved my KPIs.

January 29th 2018 - April 18th 2019 (1 yr 4 mos)

Crew Member - McDonalds

- By the time I left I was trained in every position, given a raise and offered a management role which I declined because I planned on leaving.

July 18th 2016 - January 13th 2018 (1 yr 6 mos)

Crew Member - Wendys

- Excellent customer service, dealt with many unpleasant customers while maintaining a professional demeanor.

Education

May 2018

Davis High School - Graduated