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# Summary

Aspiring Cyber Security professional who recently graduated with a bachelor’s degree in Information Technologies and Cyber Security. I Have always been fascinated with, computers, info sec, robotics and all forms of technology and circuitry. Computers and Information Technology come naturally to me. A career allowing me to leverage this fascination has been my goal since l was a child. I was finally able to pursue this opportunity after an accomplished tenure in the High-End Custom home Construction Industry. I have been successful in all areas of my professional career to date and hope to leverage my experiences and education to be a productive member of your organization.

# Experience

# Senior Recruiter

### AllSearch Recruiting

Sep 2021 – Feb 2023

Senior Recruiter working in the construction, industrial and IT markets to place strong successful candidates in skilled technical and leadership roles. Worked closely with client and candidates through all phases of the hiring and onboarding process.

* Calling and screening any added candidates in assigned job orders.
* Scheduling interviews, any follow up calls, and site visits with candidates and clients
* Building relationships with candidates to help them achieve their professional goals. Interview coaching, resume writing, offer negotiation, ETC.
* Sourcing for candidates via LinkedIn, Zip recruiter, Indeed, Monster, and social Media.
* Subject matter expert on veteran, skilled technician, and IT hiring and retention
* Help to manage the relationship with clients
* Comfortable speaking with all manner of professionals from entry level to CEO

## Owner

### Self Employed Carpenter

Apr 2020 - Sep 2021

Oct 2017 - Aug 2018

* Experienced and versatile in carpentry and woodworking with background in residential, commercial, and municipal construction and remodeling to include framing, trim, windows, doors, and siding.
* In-depth knowledge of construction process from material selection, techniques, tools and equipment to quality assurance, cost control, and safety.
* Accurately read blueprints, project plans, and specifications; determine material needs, estimate costs, and prioritize tasks to minimize production delays.
* Proven expertise in project / team supervision; excel at communicating with clients, architects, and subcontractors to deliver results within budget and stated requirements.
* Comfortably negotiate multistory heights and able to lift more than 75 pounds.
* Possess full range of quality tools, reliable late-model truck, and excellent driving and attendance record.

## Recruiting partner

### Bradley-Morris, LLC

Jul 2018 - Apr 2020 (Covid Layoff)

Work directly with clients and candidates to help place veterans into fortune 500 career roles. daily responsibilities include:

* Calling and screening any added candidates in assigned job orders.
* Scheduling interviews, any follow up calls, and site visits with candidates and clients
* Fixing Resumes.
* Sourcing for candidates via CMS, RM, Indeed, Monster, etc.
* Working with Candidates to prepare them for interviews and set them up for success
* Subject matter expert on veteran hiring and retention
* Help to manage the relationship with clients
* Comfortable speaking with all manner of professionals from entry level to CEO

## Project Manager / Carpenter

### Seaside Builders

Apr 2010 - Oct 2017

Was a supervisor in charge of multiple projects and people building high end custom homes. Managed the daily operations of company and made sure all employees were completing assigned tasks. Assist employees in completing daily tasks and assist customers with any concerns or questions they may have.

* Skilled carpenter in charge of day to day site operations.
* Managed daily work schedule for all site employees and subcontractors
* Respond to client/customer issues and resolve as necessary
* Proficient at reading Blueprints, technical documents, environmental reports, etc
* Help to complete bids and project forecasting documents.
* Made sure job site was stocked with needed materials and tools to complete tasks at hand.

# Education

## Southern New Hampshire University

### Bachelor of Science - Information Technologies, Cyber security

Apr 2018 - Nov 2022

# Skills

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| --- | --- | --- |
| Project Management | Construction methodology | Information technology |
| Talent Acquisition | Customer Relations | Microsoft Office |
| Team Building | Direct Sales | Microsoft Server |
| Recruiting |  |  |
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