**ROBYN OKEKE**

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A confident, organised and proactive professional interested in starting my career in Cybersecurity. I am looking to gain experience in IT and develop my skills. I will be sitting the CompTIA IT Fundamentals exam in November 2021 and will be pursuing the A+ Certification thereafter.

**SKILLS**

* Strong knowledge of Mac OS and Windows 10
* Good knowledge of computer hardware components
* Strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Excellent command of the English language
* Strong use of HTML, CSS and JavaScript
* Great written expression and telephone manner
* Experienced sales and customer service expert
* Skilled use of enterprise planning and CRM software such as Bullhorn

**EDUCATION AND QUALIFICATIONS**

**The Training Room - Professional Technician Course, 2023**

* CompTIA A+, CompTIA Network+, CompTIA Security+ and an addition of either Linux+, Cloud+ or Server+

**East Berkshire College - BTEC Biomedical Science and A-Level Psychology, 2017**

**EXPERIENCE AND RESPONSIBILITIES**

**Develop Group - Recruitment Resourcer, APR 21 – AUG 21**

Whilst working here I learnt the basic use of HTML5, CSS and JavaScript which I continue to study. I focussed on recruiting the best candidates for .Net, Java, Frontend and PHP roles with KPI targets of 12 CVs and 25 leads per week. This role led me to discovering my passion for IT. I enjoyed the conversations I had with candidates, learning coding and researching the finer details to fully understand the requirements of the job spec’s I was recruiting for, but I soon realised I wanted to be the IT candidates I was recruiting, rather than an IT recruiter.

**Henlow Recruitment Group - Recruitment Consultant, FEB 20 - AUG 20**

Here my niche was recruiting Cybersecurity specialists and developers. I headhunted candidates for small to medium enterprises such as Capgemini, Deloitte and Liberty Global. I successfully placed two deals in my first month with one being finalised in my first week and consistently met my KPI targets of 8 CVs per week, 2 interviews per week and 1 placement per month

* Catering to each client to ensure all needs are met and deliver a seamless recruitment process.
* Headhunting candidates and preparing applicants for interviews to fulfil client requirements.

**First Home Improvement - Sales Representative, NOV 19 - JAN 20**

* Specialising in windows and door sales.
* Client facing role meeting with customers in their home.
* Product demonstration and price quotation.

**Ascot Grange Signature Lifestyle - Administration Assistant - OCT 17 - JUN 19**

* Created an electronic file database using excel to organise and efficiently store all documents and files.
* Helped residents with various tasks such as setting up their Wi-Fi, TV or computers.
* Answering calls, handling visitor queries and complaints, and welcoming visitors.