

RESUME OF MS [REDACTED]

Indian, Trail, North Carolina • Mobile: [REDACTED] • Em [REDACTED]

PROFESSIONAL PROFILE

A pro-active and innovative Senior Sales Management Professional offering across-the-board proficiency in:

| Business Development | Talent Acquisition | Recruitment | Talent Sourcing | Client Services | Candidate Facilitation |

Extensive interpersonal and communication skills with developed ability to analyze problems, find tangible solutions and implement new systems and procedures in a fast-paced business environment. Possess a strong drive to achieve set goals and objectives by always delivering high standards of service excellence in line with the company's vision.

Career Objectives: | Business Development Specialist | HR Manager | Talent Project Manager | Education Manager | Departmental Head | Head of Talent Acquisition | Talent Management Specialist | Senior Recruitment Manager | Head of Recruitment | Training Manager | Agency Manager |

CAREER HIGHLIGHTS

ABC Recruitment;

- ◊ Increased yearly sales revenue by 18% in 2017 for Graduate Division
- ◊ Established the new Graduate Division in 2016
- ◊ Augmented personal sales by 20% in 2014 and by 170% in 2016
- ◊ Succeeded as the Top [REDACTED] in 2013 and 2015

Nova Placement Services;

- ◊ Selected as Top Consultant in 2011 and 2012 and received the Travel Incentive for both years

SPECIALIST RECRUITMENT SERVICES EXPERIENCE

Contributed to the following industries;

- ◊ Actuarial [Life | Pensions | Short Term | Healthcare | Non-Traditional]
- ◊ Audit [General | ACR | GCR | Risk | Forensics]
- ◊ Risk Management [Financial | Investments]
- ◊ Engineering & Manufacturing [Financial | Investments]

EDUCATION DETAILS

Masters' Degree in International Business; University of Columbia, 2009 (GPA 3.9)

Bachelor Honors in International Business; University of Boston, 2008 (GPA 3.8)

CAREER SUMMARY

Name of firm	ABC Recruitment
Designation	Team Manager
Period of work	November 2012 - Current

Team Manager



RECRUITMENT & SALES MANAGEMENT PROFESSIONAL

- ♦ Strategic & Operational Management of the recruitment team consisting of 10 individuals.
- ♦ Ultimately responsible for establishing a focussed Graduate Recruitment Division and controlling a personal book of business on executive assignments.
- ♦ Formulating and monitoring the sales strategies for each team as well as for individual members of the teams.
- ♦ Developing hiring and training plans for the organization.
- ♦ Enhancing and modifying the operational systems of the company and arranging and hiring consultants into the teams.
- ♦ In control of the sales effort of the team and consultants into their respective market niches and providing the training and competition formats for the consultants.
- ♦ Motivating and supervising the consultants to achieve sales targets, to exceed the minimum performance standards and to implement the received training.
- ♦ Guiding the company in adopting a new operational technique.
- ♦ Monitoring sales activities, daily, weekly, monthly, quarterly and annually to implement the necessary measures, thus assuring the achievement of sales objectives.
- ♦ Performing corrective or disciplinary action against members of staff if required.
- ♦ Confirming the execution of training plans, the accomplishment of hiring strategies and that every system is functioning appropriately through accurate assessment of performance.

Name of firm Nova Placement Services
Designation Recruitment Consultant – Financial Services & Engineering
Period of work November 2009 – October 2012

Recruitment Specialist: Financial Services & Engineering

- ♦ Produced lists of contact names of suitable candidates, companies where such candidates may find employment and people who may know of such.
- ♦ Telephoned contacts and presented an opportunity or company aiming at obtaining a referral or permission to assist candidates or gaining interest in the available position from the candidate.
- ♦ Conversing with contacts to establish relationships, to probe for referrals and gaining industry information.
- ♦ Once interest was shown in a specific vacancy or a marketed position, examined the minimum deliverables, for instance, sufficient applicable experience.
- ♦ Subsequently qualified the candidate thus assuring probable placement in the event of an offer.
- ♦ [REDACTED] résumés of referenced candidates to be presented to processed clients and prepared the candidate for the interview.
- ♦ Coordinated the interview logistics for candidates and debriefed the candidate following the interview to advance the process or receive feedback and close-off requirements.
- ♦ Facilitated the offer process for candidates to accept an offer of employment from a client and managed counter-offer threats from the existing employer.
- ♦ Participated in the induction process and monitored the candidate's effortless transition into the new role.

STRENGTHS MATRIX

SALES MANAGEMENT	<ul style="list-style-type: none">♦ Policy formulation; establishment of professional policies, as well as providing the overall operational guidance.♦ Decision-making responsibilities in compliance with the organization's policies.♦ Monitoring and evaluating of the company, successfully creating measurable goals/milestones and accomplishing results.♦ Assure company project deliverables within fixed budgets and timely manner.♦ Budget control, revenue assurance and allocation of funds.
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<p>TALENT MANAGEMENT</p>	<ul style="list-style-type: none"> ♦ Administering human capital policies, processes, and requirements. ♦ Delegating responsibilities to the appropriate team members. ♦ Coach teams and individual staff members, adhering to the company's policies and applicable laws. ♦ Interviewing, hiring, planning, assigning and delegating work, as well as appraising performance. ♦ Rewarding and disciplining, addressing complaints and resolving problems including general public relations undertakings.
<p>TEAM COACHING</p>	<ul style="list-style-type: none"> ♦ Steer organizational leadership and business management, with a strong ability to manage teams in highly demanding circumstances. ♦ Bringing out the best in others by demonstrating personal leadership and furthermore establishing direction and building an intellectual alignment. ♦ Creation of a dynamic environment orientated to trust, creative thinking and cohesive team effort. ♦ Coach and assist team members' development, resolving dysfunctional behavior. ♦ Encourage constant improvement and focus teams on tasks at hand.

PERSONAL DETAILS

Date of birth	22 December 1987
Languages	English, Spanish
Driver's license	Yes
Marital status	Married
Availability	Thirty - Sixty Days
Location	North Carolina, Willing to relocate
References	Available on request

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