

# Alex Shum

## IT Recruiter

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### Profile

I am a proficient IT Recruiter, adept in comprehensive 360-degree recruitment, client engagement, and lead generation. My expertise in sourcing top-tier talent, combined with robust organizational and interpersonal skills, establishes successful partnerships with clients across various scales.

### Skills

- Boolean search
  - LinkedIn Recruiter
  - Direct sourcing
  - ATS and CRM
  - Talent assessment
  - Relationship-building
  - Full Recruitment process knowledge
  - Office365 proficiency
  - Agile, Scrum, Kanban, Waterfall
  - Communication Management
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### Employment History

#### Senior IT Recruiter

May 2021 – October 2023

##### *Harvey Nash*

I oversee end-to-end UK candidate and contractor recruitment for FTSE 250 clients and SMEs. I specialize in seamless placements for IT professionals and excel in managing client expectations through sharp market analysis, ensuring timely and budget-friendly outcomes.

#### Achievements:

- Received the Employee of the Year award in 2022 for outstanding performance and dedication to the organization.

#### Responsibilities:

- Sourcing technology talent by matching individuals against pre-qualified specifications using LinkedIn Recruiter, Bullhorn ATS, SourceBreaker, Boolean Search and GitHub
- Maintaining a database of potential candidates for future job openings
- Managing the process through the interview to offer stage and beyond.
- Creating and publishing job adverts after briefings with clients
- Networking to build business information that can be converted into commercial opportunities.
- Creating relationships with job seekers and providing advice
- Developing and implementing strategies based on clients' needs.

#### Customer Service Specialist

Sep 2018 – March 2021

##### *H&M*

### Education

#### Kozminski University, Warsaw

Sep 2016 – February 2020

##### *Bachelor's in Management and Marketing*

#### Courses and Certificates

- Scrum Master training \ PSM1 (2020)
- Complete Digital Marketing course (2019)
- LCCI Business English (2017)
- FCE (Cambridge University) (2016)

*Any references available upon request*