**Fady S. Khalil** fadysherif1998@protonmail.com

929-866-0482 New York City

# SUMMARY

With a Detail oriented mindset, I can execute necessary organized tasks in collaborative and competitive environments. My interpersonal and analytical skills are complemented by my multicultural lived experience as well as extensive persuasive communication techniques that both aid in handling a diverse multitude of tasks and handling sensitive confidential material. I am a former professional soccer athlete as well as a contemporary fitness athlete with 3 principles of life to complete any goal: Desire-Determination-Discipline.

## EDUCATION: Bachelor of Science (Honors), Human Biology and Psychology, CGPA: 3.06, (2017-2021), University of Toronto, Canada

## EDUCATION: Micro Master’s degree, Industrial/Organizational Psychology (Current), University of Canterbury, New Zealand (online)

## PRACTICAL KNOWLEDGE ENHANCEMENT (COU-EDX Partner Institutions)

Course Certificate: **Fundamental Neuroscience for Neuroimaging,** Johns Hopkins University, United States

Course Certificate: **Psychology of Criminal Justice,** Queensland University, Australia

Course Certificate: **Preparing to Manage Human Resources**, University of Minnesota, United States

Course Certificate: **Managing Employee Performance**, University of Minnesota, United States

Course Certificate: **Recruiting, Hiring, and Onboarding**, University of Minnesota, United States

Course Certificate: **Principles of fMRI 1**, Johns Hopkins University, United States

Course Certificate: **Introduction to Neurohacking in R**, Johns Hopkins University, United States

## CERTIFICATIONS & SKILLS

Ontario Fitness Council (OFC) Certificate of Recognition: Gold Level – Group Exercise, Resistance Training, Personal Training.

London UK YMCA Awards: Level 2 EQF3 – Certificate in Fitness Instructing at Gym.

Salesforce; SharePoint; Adobe; Mac; Windows; G Suite; MS Office; Meet; Teams; Zoom; Chat; Cloud-based applications; Bullhorn; MS office; ATS; . Languages – Fully Bilingual Arabic & English.

## EXPERIENCE 07/2021-present: Executive RecruiterAscendo Resources - Staffing and Recruiting Experts in New York City- USA

• **Sourcing Candidates**:

* Partnering with managers to clarify the talent need and what success looks like.
* Design and execute strategies and perform detailed assessments for identifying, connecting with, and engaging mission-aligned talent across varied functions and disciplines ensuring that they are motivated to apply for relevant openings.
* Locating new places and new ways to source the best people in the competitive market for talent. - Post and manage job openings focused on generating a diverse pool of high-quality candidates.
* Using the Boolean structured searching method to utilize the search engine to its fullest capacity.
* Sourced for accounting and finance, data entry, HR and recruitment, Payroll, Administrative, healthcare, billing, not for profit, non-profit, warehouse, IT, and various other positions

• **Screening Candidates**: - Identify candidates to screen.

* Coordinate aspects of the application process, including but not limited to evaluating performance tasks, maintaining ongoing communication with candidates, issuing decisions, and scheduling interviews. - Maintaining compliance with our process and standards. - Managing candidate pool using CRM softwares such as bullhorn.
* Using applicant tracking systems (ATS) to review notes on candidates and create efficient candidate pools.

• **Cultivating Candidates**:

* Maintain ongoing communication with applicants throughout the process, ensuring that all applicants' experiences are positive, professional, and engaging.
* Ensure candidates' enthusiasm is maintained and/ or developed throughout the application process, such that they are more likely to accept opportunities later in their process than they would be when they first learned of the roles.

• **Client management and business development**:

* Execute full life cycle recruitment for finance and accounting positions ensuring the candidate and client experiences are met with exceptional service. Maintained client relationship and satisfaction to the highest professional level.
* Foster and build relationships with key partners within Operations, Talent Acquisition Marketing, Finance, and Accounting.
* Developed tools (role plays, quick reference guides, and sales-based skills training) to improve recruiting process knowledge and develop more efficient recruitment workflow

## 3/2021-7/2021: PODCAST PRODUCER (REMOTE), Amal Counseling, Toronto, Canada

• Podcast creation for the health and wellness market.

- Responsible for aspects of pre-production, production, and post-production of narrative audio commentary. This includes researching and planning the narrative of the story, finding sources, characters and conceptualizing the flow of the story. - Identify, book, and pre-interview guests.

## 09/2017-12/2020: FITNESS & HEALTH TRAINER (FREELANCE), Toronto, Canada

• Provider of fitness coaching and wellness assistance to clients of all ages who seek new levels of health.

* Assist and educate my clients on the safe and correct use of cardiovascular, flexibility, and strength training equipment. - Answer fitness, and wellness-related questions, instruct on current health and fitness issues and trends.
* Perform consultations, assessments, screenings, and goal setting.
* Undertake marketing initiatives to increase client acquisition and retention.



## 9/2017-1/2018: CHIROPRACTIC ASSISTANT (PART-TIME), Pickering Chiropractor Health Center, Toronto, Canada

- Transcribed practitioners’ medical analyses and patients’ medical histories.

Under licensed practitioner guidance, discussed post-consultation treatment options with clients. - Performed physical and electronic records management. Clinical engagement for practical experience.

## 4/2017-7/2017: INTERN, Department of Tourism & Commerce Marketing (DTCM), Government of Dubai, United Arab Emirates

• Hired as part of a sports and health-centric government initiative to boost civil service employee morale and productivity.

* Assisted in the establishment of an intra-divisional corporate football (soccer) league.
* Served as a league referee.
* Participated in planning and execution of departmental sports-themed and general leisure events.

## 5/2016-8/2016: CUSTOMER SERVICE AGENT, Dubai World Trade Center, Dubai, United Arab Emirates

• Fixed-term contract as Temporary Lead Customer Care Supervisor at annual Dubai Summer Surprises shopping festival.

* Provided warm, welcoming, and attentive guest experience for festival visitors.
* Provided leadership for junior agents; offered resource management to ensure adequate team staffing levels for each section of the festival. - Selected to serve as Shopping Awards Presenter to winning customers.

## VOLUNTEERING ENGAGEMENTS 5/2020-8/2020: PRACTICE ASSISTANT, Physio-Logic Rehabilitation Services, Toronto, Canada

* Shadowed therapists, and, under supervision of licensed practitioners, gained direct access to patients at various stages of diagnosis and treatment. **11/2015-1/2016: REFUGEE SERVICES ASSISTANT, Church Groups, Nova Scotia, Canada**
* Provided interpretation and translation services to support the resettlement of Syrian refugees in the province of Nova Scotia.