

# BRADLEY J. HARCOURT

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Dynamic and results-driven professional with a strong background in recruiting, sales, web development, and customer service. Proven success in managing relationships, driving talent acquisition, and delivering business growth. Seeking a role where I can apply my technical expertise, problem-solving skills, and experience in client-focused solutions to drive innovation, optimize processes, and enhance business performance.

## EDUCATION

### John Carroll University | University Heights, OH

May 2018

Bachelor of Science in Business Administration

Double Major: Business Management and Human Resources

## PROFESSIONAL EXPERIENCE

### Ohio State University | Columbus, Ohio

November 2024 - May 2025

*Full-Stack Web Development Bootcamp*

- Intensive 6-month program covering front-end and back-end web development.
- Hands-on experience with HTML, CSS, JavaScript, TypeScript, SQL, React and Node.js
- Built and deployed full-stack applications using RESTful APIs and databases.
- Created responsive, mobile-friendly web applications using CSS Flexbox, Grid, and media queries.
- Collaborated on real-world projects to strengthen problem-solving and debugging abilities.
- Gained experience with React Router, Hooks, authentication, and third-party APIs.
- Utilized Git and GitHub for version control, managing codebases, collaborating with team members, and handling feature branches through pull requests and merges.

### Eclat Health Solutions | Independence, Ohio

October 2023 - November 2024

*HIM Recruiting Manager*

- Spearheaded recruitment efforts for HIM professionals, including Medical Coders, Health Information Technicians, Clinical Documentation Specialists and HIM managers, ensuring the placement of highly qualified candidates
- Developed and maintained a pipeline of HIM talent through proactive sourcing, utilizing Bullhorn, Indeed and LinkedIn
- Conducted initial interviews with candidates to grasp their experience and skill set before determining which client would be the best fit
- Orchestrated candidates receiving and completing tests for a multitude of positions and setting up client interviews

### Tiger Pack Inc | Columbiana, Ohio

August 2022 - October 2023

*Customer Support*

- Managed all aspects of customer service and order processing.
- Processed orders with company suppliers and maintained inventory levels, including conducting monthly inventory counts and adjusting stock as needed.
- Updated lead times from suppliers and ensured sufficient inventory availability.
- Provided RFQs (Request for Quotations) to customers and followed up on quotes.
- Offered home office support for accounts in multiple territories

### Maxim Healthcare | Independence, Ohio

April 2021 - July 2022

*National Recruitment Manager*

- Reached out to medical coders with new employment opportunities across 100+ clients.

- Managed the entire hiring process, from setting up interviews and assessments to onboarding candidates.
- Oversaw up to 20 medical coders at a time, ensuring smooth assignment transitions and post-assignment job placements.
- Conducted approximately 250 calls per week, utilizing Indeed, LinkedIn, and RecruitCare to source new talent.

## **Spyglass | Westlake, Ohio**

**July 2019 – March 2021**

### *Manager of Business Development*

- Engaged C-level executives to provide cost consulting solutions for technology expense overcharges.
- Made 500 cold and follow-up calls weekly to fiscal and IT executives of companies and organizations within all industries to set introductory meetings for outside sales representatives.
- Made 500+ cold and follow-up calls weekly to fiscal and IT executives across industries.
- Set introductory meetings for outside sales representatives, facilitating high-value client acquisitions.
- Secured a meeting with the highest telecom-spending organization for the month of October.

## **UNIVERSITY INVOLVEMENT**

### **John Carroll University Division 1 ACHA Men's Hockey**

**2013 – 2017**

- Four-year letterman

### **Finance Club**

**2015 – 2018**

### **Society for Human Resource Management**

**2016 – 2018**

## **COMMUNITY SERVICE**

### **Red Cross Fundraising Volunteer**

**2015 - 2021**

### **Cleveland Clinic Lerner Center for Autism**

**2013 – 2018**