Octavia Williams

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Business Development/Recruitment/Administrative Specialist

Qualifications Profile

Highly capable and intelligent sales professional having 10 plus years of experience in various industries to include **advertising, print, media, IT solutions, Healthcare, business services, real-estate, financial services, staffing services and educational services** performing task as such as **business development, inside sales**, lead generation, appointment setting and consultative sales prospecting, generating additional business, building business relationships and establishing new accounts successfully enhancing and adding to the company’s sales force and bottom line.

***Business development Customer service Full desk recruitment***

***Appointment setting Administration Full life Cycle recruitment***

***Consultative sales Data Management Talent acquisition***

***Sales Management/training Phone system operation Sourcing***

Work History

Park Technologies-Remote *7/2015-Present*

*Executive Assistant/Appointment setter/recruiter*

* General Administrative/recruitment duties
* ***Inside sales/ Appointment setting***
* Database management
* Reaching out via telephone, email and social media to prospective candidates for business partnership
* ***Outbound IT Campaigns***
* ***IT Account management***
* Recruitment in multiple industries **(IT, Healthcare, engineering, HR and manufacturing)**

CLF Staffing-Remote *11/2015-Present*

*Full life cycle Healthcare recruitment specialist*

* Full desk recruitment doing both temp to hire and permanent placements primarily in the medical vertical
* Account management for hospital, skilled nursing facilities and home health clients
* Skillfully sourced for NP’s, Clinical managers, RN’s, LPN’s and STNA’s
* ***Recruitment in Healthcare,*** ***IT, manufacturing***

Pursley Recruiting-Remote *12/2013-9/2015*

*Full desk recruitment specialist/Business development*

* Full desk recruiting doing both temp to hire and permanent placements
* Business development/appointment setter for new accounts
* Account management
* ***Recruitment in IT, engineering, HR, healthcare, sales, finance, marketing and transportation industries***

North Star Staffing-Remote *05/2015-08/2015*

*Talent acquisition specialist-contract*

* Full life cycle recruiting on assigned job requisitions
* ***Recruitment in IT, Healthcare, Accounting/finance industries***
* Candidate profile management
* Sourcing on major job board’s
* Data management and daily access to the applicant tracking system

Wind River marketing-Remote *12/2014- 05/2015*

Business development specialist/Appointment setter-contract

* Business development for third party call center
* **Set appointments for client sales force**
* Service various clients according the assigned region
* Develop business for clients within the service industry
* Utilize CRM database
* Account/data management
* **Inbound/outbound IT/service industry campaigns**
* Top tier sales success

OMI INC. - Remote *07/2014- 04/2015*

B2B development specialist/Appointment setter

* Business development for third party call contact center
* **Inside sales Appointment setting**
* Serviced various clients according the assigned region
* Qualified leads
* **Developed business for clients within the research and development industry**
* Utilized CRM database and remote intranet
* Account/data management
* **Inbound/outbound Research and development and IT campaigns**
* Top tier sales success

Left role based on campaigns un-available to service

1NW contact-Remote

Campaign manager/business development specialist/Appointment setter 04/2012-05/2014

* **Supervised inbound/outbound virtual educational services sales campaign**
* Received promotion to management after having proven my ability to perform at a high level
* **Inside sales/outbound calls**
* Led 25 member team in generating qualified leads
* **Campaign provided educational services and advisory resources to potential collegiate students**
* Responsible for developing business and maintaining accounts for clients (schools)
* Utilized automatic dialer system 5 nine to access daily reports and metrics to measure performance
* Data management
* Attended daily management meetings
* Operated and performed as an agent as needed
* Maintained and managed quality assurance metrics and performance
* Top tier sales success

Left role based on a desire to venture into a different vertical

Universal Adcom-Arlington, TX *07/2007-01/2012*

Quality assurance/Customer service/Business development

* Operated as a receptionist/front desk operator
* Provided Quality assurance/sales verification
* **Inbound/Outbound sales campaigns/business development/appointment setting**
* Responsible for acquiring payment on all new/existing accounts
* Reconciled damaged business relationships
* **Assisted with customer service and business development**
* Attended daily management meetings

Education

Oral Roberts University 2005-2007

*BA, Business Administration- 3.0 GPA*

Texas A & M University-Commerce 2008-2009

*BA, Business Administration- 3.0 GPA*