Curriculum Vitae

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I have worked my way up through various positions am eager to further myself as an individual as well as in my career. I have varied international experience as I have lived in eleven different countries (United States, Pakistan, Cameroon, Jordan, Israel, India, Haiti, the Dominican Republic, Egypt, Kenya, and the UK) which has given me vast knowledge in different cultures and enhances my ability to connect with people from a diverse range of backgrounds. I am a hard worker, quick to learn, and am willing to take on any challenge to prove myself.  
  
EDUCATION:   
  
2009 Bachelor Business Administration - University of Texas at San Antonio

2017 Cambridge CELTA Certificate  
  
WORK HISTORY:

Jun 2019 – Oct 2019 Frank Recruitment Group – Senior Recruitment Consultant

* Worked on the AWS market in the Netherlands
* Helped grow our market as this is a UK agency breaking into the Netherlands
* Went on client visits to help with business development

Feb 2018 – Apr 2019 Total Assist – Senior Recruitment Consultant

* Lead the radiography, cardiography, and biomedical science desks
* Placed suitable candidates in roles to help grow the business as well as help them through every step of the employment process
* Trained junior consultants
* Managed candidate and client expectations

Mar 2017 – Jul 2017 TTM Healthcare – Senior Recruitment Consultant

* Built the radiography desk by engaging with candidates as well as clients to bring them onboard as this was a new desk.
* Brought candidates through the compliance process as well as did all necessary checks to ensure they were able to work
* Managed client and candidate expectations as well as maintained professional relationships
* Dealt with any day to day issues in the recruitment cycle

May 2014 – Mar 2017 MedicsPro – Recruitment Consultant

* Helped grow the radiography desk in regards in building new relationships with clients and candidates to cover a greater market share as well as maintain their market presence
* Aided colleagues with any questions or issues they might have
* Expanded the radiography desk even under the pressure of the new capped rates
* Went on client visits to ensure further business development for the company
* Managed client and candidate expectations as well as maintained professional relationships
* Dealt with any day to day issues in the recruitment cycle

Aug 2012 – May 2014 HCL Healthcare - Recruitment Consultant / Resoucer / Compliance Officer

Consultant:

* Helped build the radiography desk and ensure further growth as the south and east of England as it had not been actively worked on for years until I joined
* Managed client and candidate expectations as well as maintained professional relationships
* Went on client visits to ensure further business development for the company
* Placed suitable candidates in bookings
* Dealt with any day to day issues in the recruitment cycle

Resourcer:

* Resourced suitable radiography, cardiography, and talking therapy candidates for available jobs
* Gathered candidates core compliance documents to be passed onto the compliance department
* Ad hoc admin duties (ex. answered phone, dealt with pay issues, etc.)

Compliance Officer:

* Gathered all necessary compliance documents for radiography and cardiography candidates
* Maintained candidates’ files to ensure they were fully compliant while working through the company
* Dealt with any compliance issues that could affect a booking

2011 Coyle Personnel - Payroll Clerk

* Processed timesheets
* Chased any outstanding timesheets
* Ensured there were no issues with candidates receiving their pay

2009 - 2010 ISG Pearce - Site Secretary

* I compiled the Operations and Maintenance Manual which outlined the various health and safety operations that the building needed in order to be maintained.
* Filed blueprint drawings as well as ensure that the most accurate and up to date blueprints were on file
* Ad Hoc secretarial duties (ex. answered phones, greeted clients, etc.)

NATIONALITY: Dual Irish and American Citizen  
LANGUAGES: Conversational Spanish