

Tal Swed

Ya'avets Street 8, Jerusalem, Israel

Tel: 053-372-1203

talswed@gmail.com

Summary

Dynamic and result-oriented individual specializing in placing people on a consulting and full-time basis within the financial services, healthcare, technology and public sectors. Poses a strong understanding of Capital Markets and the changing regulatory landscape which affects these Markets (Dobb Frank Act, Basel Accord, FATCA, AML).

Employment History

Citybook/Maxsiptel, Jerusalem, Israel

January 2024 – February 2024

- Trained as a call center representative (The project lost funding and ended.)

Yeshiva Melech Hamashiach, Jerusalem, Israel

December 2022 – December 2023

- Attended a Yeshiva with Chastise studies as a focal point.
- Provided support to senior Rabies with organization clerical structure.
- Organized fund rising event.
- Increased the overseas fund-raising pool by over 25%.

TMS Enterprises, New York, NY

February 2013 – September 2022

Provided independent consulting services to various retail establishments in New York to help optimize their operations. Responsibilities consisted of the following:

- Undertake a preliminary audit of the retailer.
- Determine the customer's needs and ambitions.
- Suggest and monitor improvements which can be made.
- Develop a strategy to achieve required goals.
- Provide first-class customer service when liaising with clients.

Mitchell Martin Inc., New York, NY

October 2012 – January 2013

- Place people on a consulting/consulting to hire basis in the Financial Services and Healthcare arenas.
- Clients include Investment Banks, Hedge Funds and Health Insurance companies.
- Recruit and hire highly skilled technology professionals (Java/J2EE, C#/.Net, C++, Business Analysts, Project Managers, QA Testers).
- Own all aspects of the recruitment life cycle including: sourcing candidates, meeting with candidates, checking references, identifying candidates, qualifying skill-sets, coordinating interviews, pre-interviewing, presentation for review, extending offers, negotiating rates, and closing deals.
- Effectively recruit and source candidates through cold calling, networking, referrals, internal database searches, internet research and job boards.
- Meet with candidates daily at all professional levels from C-level executives to entry level.
- Explain every aspect of a prospective position to the candidate – the day-to-day responsibilities, client expectations, atmosphere, duration, corporate goals and missions.
- Prep candidates before each interview to thoroughly explain the position and go over typical interview questions that may be asked.
- Maintain ongoing relationships with candidates.
- Act as a relationship manager to our staffing vendors, business heads and hiring managers.

Sharp Decisions Inc., New York, NY

March 2009 – August 2012

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Sr. Recruiter

- Placed people on a consulting/consulting to hire/full time basis.
- Industries include Financial Services, Healthcare and Public Sectors.
- Recruited and placed highly skilled business and technology professionals (Project Managers, Business Analysts, QA Testers and Developers).
- Owned all aspects of the recruitment life cycle including: sourcing candidates, meeting with candidates, checking references, qualifying skill-sets, coordinating interviews, prepping candidates for interviews, extending offers, negotiating rates, and closing deals.
- Sourced efforts included cold calling, networking, referrals, internal database searches, user groups, internet research and job boards.
- Met with candidates daily at all professional levels from C-level executives to entry level.
- Interview Prep included thoroughly explaining the position and going over typical interview questions that may be asked and scenarios that may be encountered.
- Maintained ongoing relationships with placements and potential candidates.
- Acted as a relationship manager to our staffing vendors, business heads and hiring managers.

Pyxis Solutions, New York, NY

September 2004 – December 2008

IT Recruiter

- Ran a Recruitment Desk that covered Consulting & Consulting-to-Hire and Full Time opportunities within the Financial Services Sector & IT.
- Managed all aspects associated with full-cycle recruiting, including partnering with hiring managers and guiding a requisition from the initial out reach of candidates to closing the deal.
- Sourcing strategies included: internet advertising, job boards, cold calling, referrals and networking.
- Performed extensive screening to help determine if candidates met position requirements prior to scheduling in-person interview with hiring manager.
- Responsible for comprehensive candidate communications from initial outreach through offer presentation acceptance and decline.
- Coordinated interview logistics and travel with both candidates as well as hiring managers.

Ladenburg Thalmann – New York, NY

July 2003 – August 2004

Financial Adviser

- Completed extensive professional training on a broad range of products and services involving stocks, bonds, mutual funds, options, fixed and variable annuities, discount brokerage, 401(k) plans, fixed income, equities, unit investment trusts and insurance products.
- Solid understanding of financial planning, portfolio management and asset allocation process.
- Solicited high net-worth clients for participation in wrap products, managed money, futures, options, fixed income, unit investment trust, stocks, bonds, mutual funds, insurance (Life, Health & Accidental), variable products, annuities.

Andover Capital Partners – New York, NY

September 2002 - March 2003

Proprietary Trader

- Used sector analysis, pre-market data and early morning research to outline the direction of the market and its intraday volatility.
- Planned position entry and exit strategy and manage money more efficiently during intraday volatility.
- Worked independently on scanning through multiple articles to understand market flows.

Instinet, Inc., a Reuters Company – New York, NY

May 1999 – January 2001

Quality Assurance / Business Analyst

- Full life-cycle testing of a sophisticated online retail brokerage application.
- Full trading support for Equity, Options and Mutual Funds, including account opening, order entry, trade execution, margin requirements, and complete back office settlement process.
- End to end testing of a trade through various systems platforms including the Web, Mainframe, Unix and Client-Server.

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- Trade entry through various channels such as the Web, Call Center, IVRU (Interactive Voice Recognition Unit), and Operations terminal.

COMPUTER SKILLS

- Proficient in Microsoft Word.
- Experienced in Microsoft Excel, PowerPoint and Outlook.
- Databases – Sendouts, SmartSearch, Cluen.

Education

Touro College (Courses completed).

Series 7/66.