Nate Darg

Wembley Park

# Professional Profile

A highly dedicated HR professional with excellent experience in recruitment and resourcing, providing support for teams in accordance with organisational requirements. Detail orientated, is effective in reviewing information, coordinating data within a variety of systems in a methodical manner, ensuring all deadlines are maintained. Passionate about problem solving, is proactive in undertaking tasks and remains flexible to changing demands to deliver against targets and meet with expectations. Possesses excellent communication and interpersonal skills, with the ability to work collaboratively or independently as required.

# Areas of Expertise

* Recruitment (UK & International)
* Start-up/Scale-up & Established Companies
* Resourcing (Direct & Data Sourcing and Boolean search)
* Liaising with Recruitment Agencies
* Candidate coordination/Managing candidate’s journey
* Salary negotiations
* Interviews / Inductions/application screening/Shortlisting/Running assessment days
* Roles: Graduate/Industrial Placement/Apprentice programme & Experience Hire
* Industries: M&A, Energy, Education, Aviation, Rail, Insight/Research, Hospital, Events, IT, Environment …. etc
* ATS / Data management systems, installed GreenHouse and Workable
* Project Management
* HR Generalist Experience: Payroll, Performance Management, ER, L&D, Pension
* Stakeholder Management
* Production of Contractual documentations, offer letters and background check

# Career Summary

**Feb 2022 – July 2024 Talent Acquisition Specialist / Generalist – RFI Global** [**https://rfi.global/**](https://rfi.global/)

**(Employment ended due to redundancy)) (stand-alone role)**

* Full Cycle recruitment (Experienced and Early Hire)
* Implemented an ATS (workable) and HR System (Factorial)
* Implemented processes and templates
* Managing the full function of the HR Department

**Feb 2021 – Dec 2021 Talent Acquisition Specialist – Climate Bonds Initiative** [**https://www.climatebonds.net/**](https://www.climatebonds.net/) (the role was changed to focus on operation rather than recruiting) **(stand-alone role)**

* Full Cycle recruitment (roles include, Head of Departments, Management, Specialist and Interns)
* Implemented an ATS (workable)
* Implemented a process and templates
* Managed the recruitment of over 80 global roles

**July 2019 – Jan 2021 Recruitment Specialist – FE International, London,** a start-up M&A Advisory firm (the role moved to New York after COVID 19) **(stand-alone role)** [**https://feinternational.com/**](https://feinternational.com/)  - Recruitment

* Implementation of ATS (Greenhouse)
* Setting up policies and procedures
* Screening/Interviews/Assessment Days

**March 2019 – Jun 2019 – Talent Acquisition Partner – Audley Travel (contract ended, due to changes to business needs, recruitment was stopped)** [**https://www.audleytravel.com/**](https://www.audleytravel.com/)

* Screening applications, conducting telephone interviews, working with hiring managers
* Contributing at different projects

**Nov 2018 – March 2019 – Resourcing Advisor – Financial Ombudsman Services via Michael Page (contract)** [**https://www.financial-ombudsman.org.uk/**](https://www.financial-ombudsman.org.uk/)

* Screening Applications
* Conducting telephone interview
* Conducting face to face interview on a weekly basis
* Making suggestions to improve our process

**April 2018 – August 2018 University Recruiter – Microsoft UK (Reading) (Contract)** [**https://www.microsoft.com/en-gb**](https://www.microsoft.com/en-gb)

* Apprentice Programme (50 roles) – posting job adverts, liaising with schools, screening, coordinating assessment centres, processing offers and giving feedback
* Working with hiring managers
* Volunteered to attend Blind in Business event representing Microsoft, advising visually impaired students by doing mock interviews

**October 2017 – March 2018 Recruitment Specialist** [**https://www.eurostar.com/uk-en**](https://www.eurostar.com/uk-en)  **Eurostar (via Oakleaf Partnership) (Contract)**

* CV Data search using LinkedIn and JobSite, supporting the team, managing the ATS, arranging interviews, liaising with managers and candidates, conducting telephone interviews, screening applications and shortlisting
* **Roles I worked on:** International Train Drivers, Maintenance Engineers, Analysts, Scrum Master, Audit Manager, Contract Manager.

**May 2017 – Sep 2017** **Recruiter/Coordinator**

**A2Dominion Group (via Directions Recruitment) (Contract)** [**www.A2Dominion.co.uk**](http://www.a2dominion.co.uk/)

* Having briefings with managers, regarding best way to attract talent and where to advertise the vacancy (cost effectively)
* Producing job adverts, posting the adverts onto the ATS and job boards (reed and total jobs)
* Direct sourcing/CV Search to some of the difficult to fill vacancies
* Processing applications, arranging interviews and online tests, liaising with managers & candidates • Producing offer letter
* Producing compliance report weekly and updating the ATS
* Worked on a report to look at recruitment expense, to help the team to be more cost effective
* Training new team members on how to use the ATS
* Making suggestions on how to improve some of our practices such as email communications sent to applicants
* Liaising with agencies
* **Roles I worked on:** Sales, Managers, Care Workers, Neighbourhood Officers/Assistances, Chef’s for sheltered accommodation, Finance, IT
* **Volume:** Lead on 50 vacancies while I was there. Also looked after other member’s of the teams campaigns during a long absence.
* **Project:** Representing the HR Team – I produced the Fit for Future 2020 documents that is submitted on time to the business

**Aug 2015 – Apr 2017** **Resourcing Consultant –** [**www.britishcouncil.org.uk**](http://www.britishcouncil.org.uk/) **The British Council (via Michael Page & was an employee for 12 month)**

* Meeting with organisational resource requirements, working with recruitment management to identify and manage requirements with new and existing personnel
* Identifying role requirements, drafting and placing advertisements within a variety of media
* Accurately reviewing and processing applications in accordance with the requirements of the role
* Liaising with potential candidates and coordinating interviews in person and over the telephone as required
* Conducting professional negotiations with candidates regarding salaries, processing offers and updating internal documentation accordingly
* Providing information regarding role requirements to recruitment agencies
* Identifying and resolving a range of queries and issues surrounding recruitment from staff, applicants, agencies and contacts
* **Roles Types:** Project Coordinators, Project Managers, Finance, Country Directors, IT, HR (UK as well as Global roles)
* **Volume:** 80 vacancies in average
* **Project:** Produced a Guideline for UK and Global HR Team on Reasonable Adjustment. I was a contributing member for a project to improve the job application form.

# Earlier Career

**Years:** 2001 – 2015

**Contract type:** Permanent and contract

**Roles:** HR Assistant, HR Administrator, HR Officer, Recruitment Advisor, HR Representative

**Companies/Sector:** Housing Associations, Local Authority, Environmental Services, Education, NHS, IT Consultancy, Energy, Aviation

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| **Education and Qualifications** | |
| **PG Diploma** | HR Management (CIPD), Middlesex University (2006) |
| **BA** | Business Studies, Environment & Society, Middlesex University (2000) |
| **GNVQ** | Business (Advanced), College of Northwest London (1997) |
| **City & Guilds** | Music Production & Presentation, Customer Service and Enterprise Skills, St Charles 6th Form (1994) |
| **GCSEs** | Including English, Mathematics and Science, St George’s RC School (1992) |
| **Further Details** | |

**IT Proficiency:** Microsoft Office, including Word, Excel and PowerPoint

HR Access, HRpro, Sage HR, Professional Personnel, K-EM, AXLR8, MMR,

Cornerstone, Altays, Greenhouse, Workable, Factorial

**Driving Licence:** Full & clean

**Interests Include:** Reading, Sport, Volunteering

# References are available on request