**Tim Jones**

# EDUCATION

**BSc Psychology**,University of Leeds  **09/2019 – 07/2022**

* Grade: **2:1**
* Relevant modules: Occupational Health Psychology, Work Psychology: Applying Theory to Practice in the Workplace, Reason and Decision-making.

**International Baccalaureate** Varndean College **09/2017 – 06/2019**

* **35/45** – Higher Level: Psychology, English Literature, Biology; Standard Level: Spanish, Chemistry and Math Studies.

# WORK EXPERIENCE

## Senior Associate – The Early Careers Company (a division of The Ladder Group), London 03/2023 – Present

* Holding a **managerial role** to one associate, providing pastoral care and guidance to enhance their recruitment skills, ultimately boosting time-to-fill for key positions.
* Key member of the company’s management team, involving strategising innovative tactics to increase and streamline overall team delivery.
* Leading a longstanding client relationship, involving **managing a team of 4**, setting weekly targets, and guiding strategies to meet daily client requirements.
* Leading **campus strategy** for a FTSE 100 company by developing a comprehensive report and presentation, leveraging engagement with university faculties and societies to provide actionable recommendations for strengthening brand visibility.
* Establishing and managing society partnerships to target universities, conducting multiple meetings and reviewing contracts to ensure mutually beneficial agreements on behalf of a priority client.
* Organising and attending career fairs with UK and European universities (in October 2024), specifically in Nice, Paris, London & Cambridge.
* Managed event promotion and outreach, resulting in a **40% increase** in attendee engagement.
* Organised and attended 3+ **assessment centres** for key client in Germany, ensuring smooth execution and successful candidate evaluations.
* Awarded the quarterly “on it" value award in Q2 2023 for successfully owning and running 3 assessment centres back to back within 3 months.

## Associate – The Early Careers Company (a division of The Ladder Group), London 07/2022 – 03/2023

* Managing end-to-end candidate-side recruitment process, from initial candidate sourcing to screening to hiring, for multiple clients simultaneously.
* Managing international recruitment efforts, successfully hiring **35+ candidates** from the UK, US, Germany and Portugal.
* Effectively building and managing strong relationships with candidates, hiring managers, and other internal and external stakeholders.
* Utilising applicant tracking systems (ATS) including **Recruit CRM**, **RecruiterFlow** and **Greenhouse** to manage and streamline recruitment workflow.
* Drafting compelling go-to-market narratives and job posts.
* Performed comprehensive market research on client bases across various industries to develop expert knowledge for informed candidate discussions.
* Shadowing and minute taking Ladder Consulting (branch of The Ladder Group) on internal and external research calls with various clients including Travelodge, Glencore, and Birmingham City Council.

## Student Ambassador – University of Leeds, Leeds 03/2022 – 05/2022

• Represented the University of Leeds, engaging prospective students and their families, providing detailed information about academic programs, campus life, and enhancing the university’s appeal.

## F&B Assistant – Hilton, Leeds 10/2021 – 12/2021

* Provided exceptional service to guests by efficiently managing food and beverage orders, ensuring timely delivery, and addressing any customer inquiries or issues.
* Assisted in maintaining high standards of cleanliness and organisation in the dining area, including setting up tables, restocking supplies, and following Hilton’s quality and safety protocols.

## Talent & Culture Intern – The Savoy, London 06/2021 - 09/2021

* Organised and maintained HR information and colleague files (both electronic and paper) to ensure compliance, accuracy, and accessibility.
* Handled all administrative tasks, including managing walk-in queries, processing incoming and outgoing mail, and maintaining filing systems.
* Developed Standard Operating Procedures (SOPs) to enhance efficiency and ensure compliance with quality standards in HR activities.
* Oversaw the onboarding process for new hires, including issuing documentation, performing right-to-work checks, and preparing Hire Right reports.
* Monitored requisitions on INES and updated the Requisition Tracker to ensure accurate and timely processing.
* Supported the recruitment process by headhunting, conducting CV and phone screenings, and scheduling interviews for 20+ candidates across two roles..
* Compiled and updated colleague demographics to assist the T&C Business Manager in generating Diversity, Equity, and Inclusion (DE&I) reports.

## L’OREAL Summer Intern 07/2019 – 07/2019

• Investigated 5 local branches of L’Oréal’s brands in a mystery shopper guide activity to ensure optimal conditions and customer service.

# VOLUNTARY EXPERIENCE

## PASS Leader - University of Leeds 09/2020 – 01/2022

* Acted as an academic advisor to over 10 first-year students, enhancing their learning experience and success.
* Organised and delivered support sessions and resources in collaboration with co-leaders to facilitate effective learning and development.

**Child Support Worker - Whoopsadaisy 11/2018 – 04/2019** • Managed and motivated four children with disabilities, enhancing their physical skills (walking, sitting, eating) and improving sensory, communication, and social abilities.

* Created a positive, playful learning environment that fostered optimal growth through effective communication and collaborative techniques.

# EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

## Psynapse Magazine Writer 09/2020 – 09/2021

* Conducted in-depth research on topics of personal interest outside academia to author original articles for the University of Leeds School of Psychology’s departmental magazine, ‘Psynapse’.

**Touch Rugby** **02/2017**

* Achieved Third place in an International Touch Rugby tournament in Hong Kong.

**Bronze duke of Edinburgh Award** **02/2015**

# ADDITIONAL SKILLS AND INTERESTS

* **IT:** G Suite (Sheets, Slides, Docs), MS Office Suite (Word, PowerPoint, Excel), SPSS.
* **Languages:** English (native), Indonesian (beginner).
* **Hobbies:** Reading, travelling, music, football.