Monkton, MD • (317) 270-7017•

**Layk Opfer**

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# SUMMARY

An ambitious professional who is pursuing a career in Sales. A go-getter who is determined to find creative solutions to complex problems and go the extra mile to achieve their goals. Skilled leadership experience through both volunteer work and professional positions.

Adaptable and driven, with a strong work ethic and motivation to thrive in team-based or individually motivated settings.

# PROFESSIONAL EXPERIENCE

**TEKSYSTEMS - Baltimore, MD**

*Technology Operations Management Recruiter, June 2022 - Current*

* Identified, recruited, screened, and presented top candidates for technology positions, using LinkedIn, Connected, and various other job search engines
* Collaborated with external hiring managers to set realistic technical requirements
* Communicated effectively with candidates and co-workers in order to create a productive and diverse environment
* Completed 13 weeks of training to identify top consultants in the IT field and effectively communicate with them on a daily basis
* Worked directly with managers to place consultants in various IT related positions
* Exceeded performance expectations with KPIs, or key performance indicators, such as reference checks, submittals, interviews, and placements
* Developed expert level knowledge of the IT market and worked with IT candidates in order to recommend the right place of employment
* Ranked in the top 10 of recruiters under a year in tenure in the Mid Atlantic Region in Spread Earnings

# A PLACE FOR PAWS AT THE CHRIS CENTER – Indianapolis, IN

*Marketing Intern, June 2021 – October 2021*

* Built website and managed it daily
* Created various print-based media promoting the organization
* Managed and boosted their presence on a multitude of media platforms
* Organized and helped lead fundraising events
* Participated in many committee meetings and contributed creative ideas

# MICHAEL’S PIZZA – Monkton, MD

*Delivery and Marketing, June 2020 – September 2021 (Seasonal)*

* Controlled and enhanced their various social media platforms to draw attention to the restaurant

# OPFER AUCTIONEERING – Timonium, MD

*Mover and Sales Floor Associate, May 2019 – August 2019*

* Loaded trucks from many consignor’s houses and unloaded into the warehouse
* Aided customers on the sales floor in previewing items

# GDLD LAW FIRM – Baltimore, MD

*Clerk, June 2018 – February 2019 (Seasonal)*

* Performed general tasks around the office to make the office run more efficiently
* Read documents for attorneys and paralegals
* Attended trials and observed jurors’ reactions to the arguments presented by each attorney
* Assisted in creating a more efficient way to store and record old documents that needed to be shredded
* Researched companies that were plaintiffs in upcoming cases

# EDUCATION ADDITIONAL SKILLS

**UNIVERSITY OF DELAWARE – Newark, DE**

*Bachelor of Science in Marketing with a Minor in Professional Selling and Sales Management, May 2022*

* Delta Tau Delta Fraternity – *Director of Philanthropy*
* Autism Speaks Club
* Expert in Microsoft Office, with a focus on Excel
* Lead Generation
* Interpersonal Communication
* Business Qualification
* Internal Sales