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| Keith Burke – Cell: 727-455-0407 / Email: kburke@savedaplanet@yahoo.com |

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|  | **Objective:**  In search of a demanding and accountable position in a growth orientated corporation that would effectively utilize my Full-LifeCycle experience as a Sr. Search Consultant.  **Employment:**  **05/2007- Present Marcus & Associates St. Petersburg, FL**  **Industry: Commercial Operations BioPharmaceuticals / Sr. Search Consultant**  **Account Manager/Recruiter #1 Company Top Producer 2008.**  Manage national accounts for permanent placement. Conduct interviews/profiles of candidates to evaluate their areas of expertise and career requirements. Screen, qualify, and evaluate candidates to meet the needs of specific clients and job requirements. Manage candidate’s expectations and provide career advocacy. Counsel candidates on salary negotiations, interview preparation, offers, resignations, and counteroffers. Conduct candidate reference checks. Use candidate reference checks to develop additional business opportunities. Enter and maintain all candidate information within company database. Develop and retain business by providing outstanding customer service. Performs a variety of administrative tasks that support the overall mission of quality performance and service. |
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|  | **12/2005 - 04/2007** | **Physician Career Alternatives** | **St. Petersburg, FL** |
|  | Industry: Allied Health – Physicians / Full-Life Cycle Sr. Recruiter Screen, qualify, and evaluate candidates to meet the needs of specific clients and job requirements. Manage candidate’s expectations and provide career advocacy. Counsel candidates on salary negotiations, interview preparation, offers, resignations, and counteroffers. Conduct candidate reference checks. Use candidate reference checks to develop additional business opportunities. Enter and maintain all candidate information within company database. Develop and retain business by providing outstanding customer service. Performs a variety of administrative tasks that support the overall mission of quality performance and service. | | |
|  | **3/2002 – 11/2005** | **TeamStaffRx** | **Clearwater, FL** |
|  | **Industry: Allied Healthcare / Sr. Account Manager/Recruiter - Top Producer** | | |
|  | Account Manager/Recruiter - Top Producer - (Registered Nurses, Radiation Oncology Professionals (Physicist, Dosimetrist and Radiation Therapist) Manage national accounts for permanent placement. Discover new business ventures. Conduct tradeshows, started Pilot Radiation Oncology Division in support of Allied Health Professionals. Source and identify potential candidates through cold calling, sourcing, networking, referrals, tradeshows, attend College Graduate Seminars, job postings, company database, advertisements, the internet and other sources. Conduct interviews/profiles of candidates to evaluate their areas of expertise and career requirements. Screen, qualify, and evaluate candidates to meet the needs of specific clients and job requirements. Manage candidate’s expectations and provide career advocacy. Counsel candidates on salary negotiations, interview preparation, offers, resignations, and counteroffers. Conduct candidate reference checks. Use candidate reference checks to develop additional business opportunities. Enter and maintain all candidate information within company database. Develop and retain business by providing outstanding customer service. Performs a variety of administrative tasks that support the overall mission of quality performance and service. | | |
|  | **6/2001 - 2/2002** | **Judge, Inc.** | **Tampa, Fl** |
|  | **Industry: BioPharmaceuticial / National Account Manager/Recruiter** | | |
|  | National Account Manager/Recruiter (Pharmaceutical/BioPharma/Bio-Tech Mfg.)  Manage National Accounts for permanent placement.  Discover new business ventures.  Started Pilot Manufacturing Division  Recruit Manufacturing and Clinical Trial professionals and consultants on various levels specializing in production, R&D, QA/QC arena.  Source and identify potential candidates through cold calling, networking referrals, job postings, company database, advertisements, the internet and other sources.  Conduct interviews/profiles of candidates to evaluate their areas of expertise and career requirements.  Screen, qualify, and evaluate candidates to meet the needs of specific clients and job requirements.  Manage candidate’s expectations and provide career advocacy.  Counsel candidates on salary negotiations, interview preparation, offers, resignations, and counteroffers.  Conduct candidate reference checks. Use candidate reference checks to develop additional business opportunities.  Enter and maintain all candidate information within company database.  Develop and retain business by providing outstanding customer service.  Performs a variety of administrative tasks that support the overall mission of quality performance and service. | | |
|  | **09/1999 - 6/2001** | **Kforce** | **Tampa, FL** |
|  | **Industry: IT / Sr. Recruiter (Top Producer)** | | |
|  | National Account Sr. Recruiter: IBM, Pricewaterhouse Coopers  Recruit Information Technology professionals and consultants on various levels specializing in web, database, software, and hardware technologies.  Source and identify potential candidates through cold calling, networking referrals, job postings, company database, advertisements, the internet and other sources.  Conduct mini-profiles, interviews/profiles of candidates to evaluate their areas of expertise and career requirements.  Manage candidate’s expectations and provide career advocacy.  Screen, qualify, and evaluate candidates to meet the needs of specific clients and job requirements.  Present candidates to Account Managers to submit for open positions or candidate marketing.  Counsel candidates on salary negotiations, interview preparation, offers, resignations, and counteroffers.  Enter and maintain all candidate information within company database.  Develop and retain business by providing outstanding customer service.  Performs a variety of administrative tasks that support the overall mission of quality performance and service. | | |
|  | **3/1999 - 11/1999** | **SYSNETICS** | **Madeira Bch, FL** |
|  | **Industry: IT / Object Oriented IT Recruiter** | | |
|  | Highly resourceful, creative and adept in the complete full-life cycle recruitment process involving; sourcing, resume mining, identifying, screening, interviewing, reference checking, salary negotiations and closure.  Responsible for the development and implementation of a cost-effective recruiting strategy involving the establishment of processes, procedures, tools, report generation, and resume and database filing systems.  Able to interpret client technical requirements, thus helping technical managers to mitigate risks associated with people resources, technical design, architecture and implementation for large-scale object-oriented projects. | | |
|  | **12/1997 - 11/1998** | **Hall Kinion** | **Tampa, FL** |
|  | Industry: IT Recruiter/Acct. Mgr. | | |
|  | Recruit Information Technology professionals and consultants on various levels specializing in web, database, software, and hardware technologies.  Source and identify potential candidates through cold calling, networking referrals, job postings, company database, advertisements, the internet and other sources.  Conduct mini-profiles, interviews/profiles of candidates to evaluate their areas of expertise and career requirements.  Manage candidate’s expectations and provide career advocacy.  Screen, qualify, and evaluate candidates to meet the needs of specific clients and job requirements.  Present candidates to Account Managers to submit for open positions or candidate marketing.  Counsel candidates on salary negotiations, interview preparation, offers, resignations, and counteroffers.  Enter and maintain all candidate information within company database.  Develop and retain business by providing outstanding customer service.  Performs a variety of administrative tasks that support the overall mission of quality performance and service. | | |
|  | **1/1995 - 11/1997** | **Online Technology Exchange** | **St. Petersburg, FL** |
|  | **Industry: IT /** **Sr. On-Line Sales Rep.** | | |
|  | Position: ISR Coordinator / Senior On-line Sales Rep.  A leading provider for Integrated Circuits distribution for both National and International markets.  Integrated Circuit Sales over the web to major OEM’s and distribution companies.  Responsible for assisting the CEO when interacting with OEM’s and distributors.  Accountable for the productive rate of refurbished computer components.  Maintain inventory stock; manage shipping and handling department in exportation of all integrated circuits. | | |
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| **EDUCATION:** | SPC – St. Pete College,St. Petersburg, FL |  |  |
|  | **BS Public Safety Administration Sought – Junior**  **Crime Scene Investigator – Certificate** | | |
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|  | **USMC -** |  |  |
|  | **Professional** | | |
|  | United States Marine Corp.  Active Field Infantryman- Squad Leader  Responsibilities included preparing and tuning soldiers mentally in acceptance of perseverance, honor and universal perception as a means to assist and accommodate their survival skills in abnormal situations. Duties also involved interaction with officers and high-ranking enlistees in response to daily military curriculums. | | |