

Patricia Miller

Garswood

trisha_01@hotmail.co.uk

+44 7545 565546

I am a highly-motivated team player that always looks to support and inspire those around me with the will to succeed in any given task. With more than 6 years of management experience working with a team of sixteen people, I have the skills to organise and grow a business, by offering situational leadership skills to any environment, I look to support and develop those around me by effective coaching and leading by example. I am looking for a new managerial role which will challenge and develop my current skills.

Work Experience

Talent Acquisition Coordinator

Evri - Remote

August 2022 to Present

Responsible for 9 different sites covering two regions.

Carrying out regular site visit and meeting with hiring managers to discuss and plan their needs.

Sifting CV's and finding the right candidates for the role then booking interviews.

Raising and creating adverts.

Account manager

Staffline Recruitment

November 2019 to Present

Here I am responsible for the management of Key accounts for the business. This includes all aspects of the running of accounts which includes;

- Client relationship development
- Managing compliant requirements
- Regular assessment of volume requires
- Planning campaigns for seasonal recruitment
- Understanding local labour markets and recruitment trends, analysing competitor data
- Managing worker database and candidate engagement platform
- Resourcing, and holding recruitment days

I am required to effectively run the accounts both on site and via remote working. I hold regular team meetings to ensure my clients are happy I seek constant feedback during these sessions to ensure I can learn and develop in my role.

Onsite Recruitment Coordinator

Mach Recruitment

April 2019 to November 2019

- Here I was responsible for Resourcing and recruiting Candidates, Ensuring All candidates are 100%compliant with Site regulations.

- Carrying out site inductions
- Producing and delivering Daily reports. This involves delivering reports to the client and working closely with the client to ensure both parties are happy.
- Dealing and resolving any issues that arise on site liaising with both the client and candidates.
- Travelled to sites across the county to support and run sites, this lead to me being highlighted by Staff line senior management which then instigated a move to Staff line.

Deputy Manager

Tesco Express

January 2014 to April 2019

- Here I was responsible for the running of a team of 16-24 people. Managing KPI's to ensure commercial growth whilst building and developing a team of highly successful people. Ensuring the business is protected by highlighting the right people for the right roles within the business ensuring the engagement of the people is to a high standard.
- Daily tasks include, Shop floor management, complaint handling, profit protection, stock/cash control, payroll, managing holidays and Rotas.
- Being responsible for Alarm call outs, delivering a security check on the premises when required.

Customer Advisor

Tesco Superstore

January 2007 to December 2014

During my time here I was responsible for ensuring stock levels where maintained, price mark downs ensuring correct pricing. Serving customers at cash desks ensuring prompt and enjoyable experience for our customers. General maintenance of shop floor standards.

Education

B.A in Business Management and Administration

York St John University

2012 to 2013

HND in Business Studies

St. Helens College

2010 to 2012

GCSE in English in Mathematics

Cansfield High School

Skills

- COACHING (Less than 1 year)
- TIME MANAGEMENT (Less than 1 year) Skills & Abilities

- Management
- Situational leadership
- Organizational/ time management
- Coaching
- Defibrillator trained
- First Aid Trained
- Full Clean driving Licence
- Account Management
- Data Entry