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Profile Summary

I have over 11+ years working experience within recruitment, with a range of new business, account delivery and account management. The last 6 years of my career have been in house, with the 3 before that being via agency operating as an in house recruitment function. My experience has been over both public and private sectors, which has taught me the difference in governance and on boarding between all different sectors. I've won awards for my delivery services and finishing 8th in the whole sales department at Parity Professionals in my first 12 months, this typifies my sense for sourcing and delivering on the candidate side of recruitment. I've also worked across several CRMs, using them to track my activity, monitor my roles and record client visits. During my time in recruitment I have learned many new skills, especially when it comes to searching the market, using a variety of LinkedIn, job boards, adverts, referrals and building pools of candidates and relationships so you can keep both candidate and client informed with market intelligence. My more recent years have been spent working on the strategic side of recruitment, focusing on resourcing plans with hiring teams, working on best practices for interviews and advertising, driving an in house contracting recruitment function, operating at a cost saving whilst owning all Purchase Orders too.

Majority of my career has been spent in sales environments which has helped me develop my skills, such as hitting deadlines, meeting and exceeding targets, while ensuring I provide a high quality service to both customers and clients.

Role Summary

February 2023 – January 2025 (redundancy)

Senior Talent Sourcer

TalkTalk

My role at TalkTalk was a very broad role, during my time I have been exposed to some new roles within new fields, across the telecommunications market, as well as continuing my recruitment within the technical field of data, product and Engineering. The organization underwent many changes during my tenure, creating a need for tenacity and ability to flex with priority and workloads. Our in house recruiting system was Workday, this alongside social channels plus LinkedIn has been the baseline for most of my work when engaging with candidates. Due to the nature of the role, management of stakeholders has been key. Me and the team have created a new hiring guide, with guide on interview process and best ways to engage and source talent from the market.

Some day to day duties:

- Sourcing Talent via LinkedIn and ATS
- Job Advert and creation (using tools to enhance engagement online)
- Tracker reporting (Microsoft BI)
- Contract hiring plus perm (created from scratch) and Purchase Order creation
- Agency Management and onboarding

- Stakeholder management and education, rolling out new recruiting processes, such as interview training and job role creation

I'm proud of my time at TalkTalk during a challenging period with a lot of challenges, its taught me a lot about myself and just how quickly / transferable I can be in demanding environments.

January 2022 – February 2023 (redundancy)

Talent Acquisition Partner

Prettyletting.com (Boohoo Group)

Managing the recruitment for PLT across Tech, Data and BI across all levels of roles. Over saw the successful implementation of new ATS system (Workable) and led on the training to all stakeholders. Led on a project delivery recruitment of technology roles, which was 29 permanent hires and 12 temporary hires across 4 months. Leading on the delivery of the staff, strategically planning and rolling this out to my team. We had routine catch ups with members of the finance department to cost control the project.

Day to day duties below:

- Recruit end to end on technology roles (Devops, Development etc)
- Weekly and bi weekly stand ups with stakeholders (including CEO, Technology director etc)
- Working closely with HR business partner to ensure both needs of candidates as well as business were met
- Rolling out L&D (Interview training to some more junior-senior members of staff)
- Managing agencies (PSL reviews etc)
- Networking events (Manchester Digital, RecFest)
- Use of ATS to track recruitment reports (time to hire)

During my 12 months at PLT we achieved a lot, we managed to deliver on a business critical project with great speed. It was my duty to manage my team in terms of recruiting, stakeholders in terms of their cost control and candidates process. I completed some independent training from social talent to round my skills and improve on my weaker areas. I saved the business £248k in my first 12 months, before I joined every hire was done through agency, so that came with challenges in terms of changing business process with the senior stakeholders. We as a team also rolled out and completed PLTs first ever graduate programme successfully across 3 different business areas.

January 2021 – December 2021

Tech Talent Acquisition Partner

AO.com 5K Employees Globally

Remote based (Manchester)

Support and influence Head's of and Directors for AO tech teams, including the whole spectrum in Software and Engineering. Roles I support range from Head of level (a package worth around £130K) to niche roles within Software Development to agile and Scrum Masters. Salary ranges from about £60K - £85K. I usually have between 10 – 15 roles at each time. I am currently using Avature ATS.

AO hired me to build the Software and Engineering function we have managed in 6 months to reduce the roles from 44 to around 16. Some of my duties are below:

- Market mapping within data across the UK
- Salary survey presentations to Head of Software and Engineering, HRBP & Head of Reward
- Creating an employer brand for my area
- Influencing change in reward, visa support and internal reward for referrals for hard to fill roles
- Weekly meetings with senior stakeholders to align on priorities and positions
- Contribution towards data reporting for HRBP
- Changing the interview process to work in a more agile way
- Working alongside L&D
- Driving Agile ceremonies with team & stakeholders
- Working with 3rd party companies such as Universities, Tech Returners and Data networks
- Consciously trying to find ways to be more diverse in a male-dominated industry

During my time at AO I've headed up multiple change management projects, focusing on the recruitment process as a whole, as well as creating a new AO interview pack promoting best practice for new and existing staff. Currently I am working on our graduate scheme programmes and how we can develop as an organisation with our links into the graduate hiring communities. The role has given me exposure to using data to maximise my recruiting styles, such as time to hire analysis, enabling me to analyse each role and which method of recruitment works best for which roles (temporary, permanent etc). This role has also given me insight into the full employment lifecycle and chance to analyse this and look to improve too.

Rullion

Aug 2017 – September 2020 (redundancy)

Account Manager

Siemens

After a successful 12 months on the Coop team I moved over to Siemens, there was a growing need for a software specialist and with the relocation of the Coop team at Rullion into Manchester city centre, it suited me to take a promotion into more of an Account Manager role at Siemens. Siemens works slightly differently, we are on the PSL and a first tier supplier, this created more of a challenging environment and meant that I went from a more strategic, consultative role, to a more dynamic competitive role. I focused a lot on the Siemens site in Ashby, I regularly visited this site and it was eye-opening for me, all the roles I worked were IT positions but watching the link real time, between the development and testing to the engineering systems was something I hadn't seen before. I had to try and grow within Siemens and grow our foot print whilst maintaining our current relationships. Again, in my first year I put upwards of £220k of business on our charts, which was 2nd only to our manager and a clear £90k more than the rest of the 8 person team. I spent the latter part of 2019 managing a difficult stakeholder within the business, which was a challenge, but one I enjoyed, and I successfully turned around within 6 months. Once I successfully fill a role, its my responsibility to ensure the candidates are compliant before they get onto site at Siemens, including collecting references and ensuring right to work checks are fully complete.

Coop

I joined Rullion to work on the Coop account, this was mainly as an Account Consultant. So, it was my main responsibility to receive roles from a hiring manager and take this through to on boarding

the suitable candidate. In my first 12 months I had onboarded over 40 new starters to Coop which was most of the team of 3. The role helped me develop my Account Management, Coop are based in Manchester city centre, which allowed me to visit managers to take job descriptions in person. This gave me first hand experience of the client site, which of course benefited me when taking the roles to the market and explaining to candidates the environment they would be working in. As we were the managed service provider this allowed me to visit new and existing contractors, talking in depth about their projects and experience of the Coop. I focused mainly on recruiting IT roles, either heavily business focus (BA/PMs) and more technical roles (Network Engineers). I worked across different areas of the business, funeral care, retail, marketing; this was the biggest challenge realizing the difference of the business whilst all being one organisation.

Parity Professionals

Feb 2016-Aug 2017

Account Resourcer

At Parity it was my job to resource the roles brought in by the Account Managers. During my first 12 months I managed to secure 8th place in the sales leaderboard across the company. This was across both private and public sector clients. I worked a variety of roles, predominantly IT based, but also managed to successfully recruit some marketing and finance roles. This was a high pressure, competitive environment as all the relationships were PSL agreements, meaning we were often against several agencies. I managed to go on client visits with my designated account manager to meet candidates and managers that we recruited for. We used bullhorn to track all of our Sales activity. I spent my last 3 months at Parity working as a sales 360 recruiter. This was a challenge that was asked, and I managed to make 4 placements from scratch within 3 months across 2 new clients. This role taught me the necessity of speed within recruitment and ensuring you can be the most accurate and well as the most efficient when resourcing the roles.

Experis

Aug 2014 – Jan2016

Recruiter

Leadx

Claims Assessor

Feb 2013 – July 2014

Previous career

From the age of 14 I have held multiple jobs, mainly weekend work, or summer holiday roles. These vary from working in the local chip shop, to laboring on building sites and working as a window cleaner. It's always been clear to me from a young age the importance of work, and working hard to achieve in life.