Thomas Cotton

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Projects

Recruitment Helper Program/Raytheon UK – National Security Cyber
Due to the below-mentioned 'automated interview booker' being received so well, I am currently working on evolving this into a full life-cycle Excel/VBA-based recruitment helper. This program will eventually automate most of the tasks involved in the recruitment process at Raytheon UK - NSC. This includes Word document generation, email automation and updating Excel trackers.

Automated Interview Booking/Raytheon UK – National Security Cyber
I developed an Excel sheet, that uses VBA (Visual Basic for Applications) scripting and communicates with the Jira Cloud REST API. This pulls candidate/interviewer data from the team Jira project and the candidate's CV, using the data to create auto-populated calendar invites to candidates and interviewers, then posting the changes and transition to the Raytheon Jira Cloud. This saves around 1 hour of tedious tasks per week, per team member.

Automated Outreach/Raytheon UK – National Security Cyber
I developed a VBA script to automate and log email outreach to tech challenge applicants, ignoring irrelevant and previously contacted candidates. This was a task that previously took 30-40 minutes, every day, to complete. In automating this, I reduced the task down to 5 minutes.

Automated Trading Platform/Personal
I am currently working with a friend on the full-stack development of a cryptocurrency trading system with object-oriented Python in PyCharm. I have leveraged a variety of libraries, including but not limited to pandas, PyQt6, SQLite3, bayesian_optimisation, os, concurrent.futures, numpy, json, ccxt, datetime, time, math, and csv.

Some key developments include: the parallel multiprocessing of a machine learning optimiser (Bayesian optimisation), finding the best parameters in historical data trading bot simulations; developing trading bot strategies, based on statistical models, such as confidence interval and exponential moving averages; a 'trader' class that communicates with exchange APIs through the CCXT library; and more.

Block Fall Mobile Game/Personal
Using Unity, C# and Visual Studio, I have developed half of a mobile game, in which users will encounter falling blocks of different colours. The user has a colour objective and they have to combine blocks to make the objective colour. This project was intended to learn the Unity platform and further my knowledge in C#.

Calculator/Personal

My first personal project was with .NET Core, WPF/XAML and Visual Studio. This was intended to learn about how to use the built-in methods/classes of .NET/C#, experiment with object-oriented programming and learn algorithmic thinking in full-stack development.

Experience

10/2022 - PRESENT
IT Talent Acquisition Specialist/Raytheon UK – National Security Cyber

- Facilitating the full recruitment lifecycle in DevOps Engineering, Systems Engineering and Cyber/Vulnerability Research.
- Interviewing candidates and doing a preliminary qualification of their technical ability, cultural fit and eligibility for national security clearance, up to Enhanced DV level.
- Constant communication with senior leadership, technical interviewers and other stakeholders. Gathering/negotiating requirements, talking through applicant cases, planning DE&I initiatives, etc.
- Taking on project work for process improvement and automation.
- Responsible for managing and mentoring 2 embedded recruiters on the team.
- Responsible for creating recruitment process documentation for our business area (National Security Cyber).

04/2022 – 10/2022
Redundancy/Unemployed

Unfortunately, due to the new 22/23 budget forecast for the talent acquisition team, Agilisys had to let me go. I was one of 2 people to be made redundant, as we were the newest members of the team. I took this time to learn Python and C# (.NET, Unity), which I am still using in personal projects to date.

11/2021 – 04/2022
IT Senior Talent Sourcer/Agilisys

- Managed candidate processes from technical/HR/security clearance screening to onboarding for all technical disciplines. All candidates had to be eligible for national security clearance, up to SC level.
- Liaised with leadership, TA Partners and TA Leads, from most areas of the business, on sourcing requirements.
- Participated in weekly and fortnightly meetings to improve talent acquisition methods and strategy.
- Took on project work to procure tools for sourcing candidates and employee branding.
- Provided mentoring and support to 2 Junior Talent Sourcers.

11/2020 – 11/2021
IT Recruitment Consultant/Nigel Frank International

- Built relationships with businesses and candidates in the Finnish .NET & Azure markets, occasionally delving into O365, firmware, embedded Linux C/C++, Microsoft Business Intelligence and data governance.
- Sold Nigel Frank's permanent and contract recruitment service to prospective clients, negotiated terms, gathered requirements, gained flexibility, and consulted on their recruitment process.
- Sourced candidates and performed technical/culture screening.
- Provided help and support to trainees.

Other roles

- Salesperson | Smile Fundraising | 11/2019 – 11/2020
- Salesperson | Erimus Marketing | 05/2019 – 11/2019
- Team Leader | Smile Fundraising | 08/2018 – 05/2019
- Salesperson | Smile Fundraising | 07/2018 – 08/2018

Skills

Python (Pycharm) • C# • .NET (WPF/XAML) • Unity C# • SQL • PowerShell (minimal) • cURL (minimal) • Visual Basic for Applications • Full Stack Development • Object-Oriented Programming • Scripting • REST APIs • WebSocket APIs • Jira • Data Analytics • IT Recruitment • Stakeholder Management • Sales

Education

12/2022 – AWS Cloud Practitioner Associate (Coursera – did not take the exam)

08/2017 – A Levels
- Biology – C
- Psychology – C
- Mathematics (with statistics) – E

08/2016 – AS Levels
- Biology – A
- Psychology – A
- Mathematics – C
- Chemistry – C

08/2015 – GCSEs
- Biology – A
- Chemistry – A
- Mathematics – A
- Physics – B
- English Language – B
- Religious Studies – B
- Music – B
- Level 2 CiDA – C
- English Literature – C
- Food Technology – D

Hobbies

Guitar • Programming • Video Games • Gym