

Terrence Budnik

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Multi-faceted service professional experienced with personnel management and client-facing roles. Adaptable self-starter comfortable with facilitating professional relationships and developing and applying nuanced account strategies.

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|-------------------------------|----------------------|-----------------------|
| • Personnel Management | • Account Strategy | • Leadership Training |
| • Interpersonal Communication | • Technical Writing | • Business Writing |
| • Improvisational Acting | • Project Management | • SEO Strategization |

Education

Advanced Certification: Cornell University- Project Management May 2019

Undergraduate Degree: Illinois State University- Bachelor of Science Aug 2013

Relevant Work Experience

Connect Search, LLC

August 2021-Present

- Full cycle recruitment in high-level Accounting and Finance for Chicago's top firms and companies
- Utilized varied sourcing and research strategies to attract and connect with talent
- Candidate selection and due diligence for specific company standards
- Relationship building with candidates, clients, internal teams, and business partners
- Adhered and completed targeted company KPI's and requirements

TrueBlue- People Ready

Sept 2019-June 2021

Branch Manager

- Increased Gross Revenue/Net Profit every month from previous year
- Hired on double the temporary associates YTD
- Provided hands on customer support with check-ins and site visits
- Added to existing orders by meetings the customer's staffing needs
- Created new accounts by expanding our branch's services
- Operated branch's social media presence (Twitter/Facebook)

Staffing Specialist

- Interview and onboard every applicant to our branch
- Scout potential workers suited for specific jobs
- Schedule workers to a variety of jobs on a daily basis
- Maintain knowledge of various systems including in house app (JobStack)
- Negotiate contracts with new customers

Homestate Adjusters/ Construction

Dec 2016-Aug 2019

Project Manager/Insurance Adjuster

- File insurance claims for homeowner while remaining liaison
- Verify insured receives payout equal to work and material needed for repair
- Supervise all crews on a daily basis for roof and siding repairs
- Manage orders and invoices for production

Mendocino Farms- Sherman Oaks CA

May 2014-Oct 2016

Assistant Manager

- Efficiently ran front of house operations in a fast paced environment
- Delegated tasks to team members that best suited their skills
- Coordinated breaks and closing assignments each night
- Closed the restaurant on a nightly basis in a timely and concise manner