Jeremaine Brantley

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**Job Objective**

To obtain a position utilizing my professional training and personal knowledge in the recruiting field. I am desiring a career with a company that has room for personal and professional growth. To become part of a fast paced award winning team.

**Education**

Benedict College Jan 2009 ~ Dec 2013 Bachelors In Science, Child And Family Development

Professional Spellings Skills Jan 2000 ~ Mar 2000 Recruiter

**Experience**

ITT Technical Institute Jun 2015 ~ Present Admissions Recruiter

- Conduct 80 plus cold call a day  
- Schedule appointment via phone calls or face to face interaction

- Screen possible candidates via phone to determine educational goals and qualifications  
- Conduct approved presentations  
- Generate and maintain business referrals  
- Maintain a production goal 3 enrolled candidates within a three month quarter. Enrolled 8 first quarter -conduct follow up appointments with candidates building lasting relationships for referrals

Schneider Electric Jun 2014 ~ Jun 2015 Wiring Technician/ Trainer

(Temporary position)  
- Read blueprints and specifications to determine component parts and sequences of electromechanical units  
- Disassemble units to replace parts or to crate the for shipping, measure parts to determine tolerance  
- use multiple power and air pressure tools to drill, tap, countersink, and spot face bolt in parts  
-train new employees on safety measures of power, and air pressure tools and drills  
- conduct classroom presentation to new employees on proper installation and assembly procedures of electromechanical units

Wet Willies Jan Bartender 2014 ~ May 2015

-greet customer  
- suggestive up sales on food and beverages -maintain a cash till and keep an accurate count  
- suggestive sales during mid-day sales to generate a sales profit of 45% during off season sales.  
- Generated over $10,000 in revenue  
- work in a team environment, providing excellent customer service

Carolina Ale House Mar 2010 ~ Sep 2013 Seuss Chef

- Planning and directing food preparation in the kitchen, and supervising kitchen staff  
- Conducting performance evaluations, and recommendations form promotion and termination - staff scheduling, training of apprenticeship members

- Delegate job task to other employee in the kitchen

Johnny's Suzuki Jul 2007 ~ Oct 2008 Car salesman

- Conduct oral, presentations to clients on desired vehicles  
- Screen candidates to qualify for credit options to purchase a vehicle

- Develop personal clients and maintain professional relationships and built referral base  
- conduct test drives with potential buyers  
- maintained a sales goal of 2 per week, with an overall total sales of 175 units in a year

Home Depot Jan 2006 ~ Feb 2007 Appliance Sales Specialist

- Conduct credit checks  
- Conduct verbal presentations to potential clients  
- required to maintain a sales goal of $2300 a week. Averaged sales of $10,000 to $20,000 a week.

- Cross train on multiple departments within the store -work within a team environment  
- obtain and maintain multiple forklift and light equipment operation licenses

People’s Choice Home Loans Mar 2005 ~ Sep 2006 Loan officer

- Conduct cold calls, screening potential candidates -conduct on the phone and face to face interviews  
- negotiate on the behalf of clients to determine monthly payments and interest rates, policy term and type

- Conduct over 100 cold calls in a day  
- Maintain an average of 5 refinances a week. Averaged 8 a week generating $10,000 in team revenue.  
- Work in a team environment

Trans National Communications Feb 2004 ~ Mar 2005 Customer service / Resporg Department Lead

-conduct cold calls on service related issues  
- trouble shoot telephone , voice, data, conferencing issues  
- schedule time with customers and phone carriers for activation services  
- follow up calls with customers and carriers for major telephony issues

- Import toll free numbers to and from major carriers - determine the availability of bulk orders of toll free numbers for clients.  
- Resporg over 20,000 toll free number and activation over the Sprint, Global Crossing, and AT&T platform -on call 24/7 took over 500 after hour’s trouble shooting, deactivation, and service related outage issues.

United States Marine Corps May 2000 ~ Feb 2004 Recruiter/communication

- conduct 125 cold calls a day  
- screen applicants for qualifications for entry of the United States Marine Corps  
- maintain a 3 preset appointment per day  
-conduct area canvassing for potential candidates  
- conduct home visits to generate new potential candidates  
-maintain a balanced pool of candidates  
- arrange weekly meetings and physical training for personal pool of qualified candidates  
- process paperwork for Military Entry Processing Station  
-establish a functional relationship with community, high schools, community colleges  
-conduct face to face and over the phone interviews -success rate of 238 enlisted applicants in a 4 year period  
- attention to detail when processing paperwork for entry.  
- educate the community on the practices and principles of enlistment into the United States Marine Corps.  
-schedule physical training events for candidates. -attend career and educational fairs and civic events

**Skills**

-Cooperative team member

-Fast learner  
-Strong interpersonal skills Oral communication skills

-Energetic and organized Attention to detail

-Computer proficiency Mentor to youth

-Microsoft Excel PowerPoint Employee tracking system