RESUME OF ELLEN. C HARRET

Indian, Trail, North Carolina • Mobile: 105 563 1992 • Email: firstname@resume.com

**PROFESSIONAL PROFILE**

A pro-active and innovative Senior Sales Management Professional offering across-the-board proficiency in:

|Business Development | Talent Acquisition | Recruitment | Talent Sourcing | Client Services | Candidate Facilitation I

Extensive interpersonal and communication skills with developed ability to analyze problems, find tangible solutions and implement new systems and procedures in a fast-paced business environment. Possess a strong drive to achieve set goals and objectives by always delivering high standards of service excellence in line with the company’s vision.

***Career Objectives:*** | Business Development Specialist | HR Manager | Talent Project Manager | Education Manager | Departmental Head | Head of Talent Acquisition | Talent Management Specialist | Senior Recruitment Manager | Head of Recruitment | Training Manager | Agency Manager I

**CAREER HIGHLIGHTS**

***ABC Recruitment;***

* Increased yearly sales revenue by 18% in 2017 for Graduate Division
* Established the new Graduate Division in 2016
* Augmented personal sales by 20% in 2014 and by 170% in 2016
* Succeeded as the Top Biller in 2013 and 2015

***Nova Placement Services;***

* Selected as Top Consultant in 2011 and 2012 and received the Travel Incentive for both years

**SPECIALIST RECRUITMENT SERVICES EXPERIENCE**

Contributed to the following industries;

* Actuarial [Life | Pensions | Short Term | Healthcare | Non-Traditional]
* Audit [General | ACR | GCR | Risk | Forensics]
* Risk Management [Financial | Investments]
* Engineering & Manufacturing [Financial | Investments]

**EDUCATION DETAILS**

**Masters’ Degree in International Business;** University of Columbia, 2009 (GPA 3.9)

**Bachelor Honors in International Business;** University of Boston, 2008 (GPA 3.8)

**CAREER SUMMARY**

**Name of firm**  ABC Recruitment

**Designation** Team Manager

**Period of work** November 2012 - Current

*Team Manager*

* Strategic & Operational Management of the recruitment team consisting of 10 individuals.
* Ultimately responsible for establishing a focussed Graduate Recruitment Division and controlling a personal book of business on executive assignments.
* Formulating and monitoring the sales strategies for each team as well as for individual members of the teams.
* Developing hiring and training plans for the organization.
* Enhancing and modifying the operational systems of the company and arranging and hiring consultants into the teams.
* In control of the sales effort of the team and consultants into their respective market niches and providing the training and competition formats for the consultants.
* Motivating and supervising the consultants to achieve sales targets, to exceed the minimum performance standards and to implement the received training.
* Guiding the company in adopting a new operational technique.
* Monitoring sales activities, daily, weekly, monthly, quarterly and annually to implement the necessary measures, thus assuring the achievement of sales objectives.
* Performing corrective or disciplinary action against members of staff if required.
* Confirming the execution of training plans, the accomplishment of hiring strategies and that every system is functioning appropriately through accurate assessment of performance.

**Name of firm**  Nova Placement Services

**Designation** Recruitment Consultant – Financial Services & Engineering

**Period of work** November 2009 – October 2012

*Recruitment Specialist: Financial Services & Engineering*

* Produced lists of contact names of suitable candidates, companies where such candidates may find employment and people who may know of such.
* Telephoned contacts and presented an opportunity or company aiming at obtaining a referral or permission to assist candidates or gaining interest in the available position from the candidate.
* Conversing with contacts to establish relationships, to probe for referrals and gaining industry information.
* Once interest was shown in a specific vacancy or a marketed position, examined the minimum deliverables, for instance, sufficient applicable experience.
* Subsequently qualified the candidate thus assuring probable placement in the event of an offer.
* Gathered résumés of referenced candidates to be presented to processed clients and prepared the candidate for the interview.
* Coordinated the interview logistics for candidates and debriefed the candidate following the interview to advance the process or receive feedback and close-off requirements.
* Facilitated the offer process for candidates to accept an offer of employment from a client and managed counter-offer threats from the existing employer.
* Participated in the induction process and monitored the candidate’s effortless transition into the new role.

**STRENGTHS MATRIX**

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| SALES MANAGEMENT | * Policy formulation; establishment of professional policies, as well as providing the overall operational guidance.
* Decision-making responsibilities in compliance with the organization’s policies.
* Monitoring and evaluating of the company, successfully creating measurable goals/milestones and accomplishing results.
* Assure company project deliverables within fixed budgets and timely manner.
* Budget control, revenue assurance and allocation of funds.
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| TALENT MANAGEMENT | * Administering human capital policies, processes, and requirements.
* Delegating responsibilities to the appropriate team members.
* Coach teams and individual staff members, adhering to the company’s policies and applicable laws.
* Interviewing, hiring, planning, assigning and delegating work, as well as appraising performance.
* Rewarding and disciplining, addressing complaints and resolving problems including general public relations undertakings.
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| TEAM COACHING | * Steer organizational leadership and business management, with a strong ability to manage teams in highly demanding circumstances.
* Bringing out the best in others by demonstrating personal leadership and furthermore establishing direction and building an intellectual alignment.
* Creation of a dynamic environment orientated to trust, creative thinking and cohesive team effort.
* Coach and assist team members’ development, resolving dysfunctional behavior.
* Encourage constant improvement and focus teams on tasks at hand.
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**PERSONAL DETAILS**

**Date of birth**  22 December 1987

**Languages** English, Spanish

**Driver’s license** Yes

**Marital status** Married

**Availability** Thirty - Sixty Days

**Location** North Carolina, Willing to relocate

**References** Available on request

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