**Ellis Davis**

***Key Skills***

* *Time Management*
* *Customer Service*
* *MS Office Proficient*
* *Issue Resolution*
* *Team Management*
* *Recruitment / Training*

***Personal Skills***

* *Attention to detail*
* *Ambitious, punctual & reliable*
* *Ability to prioritise & multitask*
* *Excellent written & verbal communication*
* *Committed to delivering high standards*
* *Ability to work well in a team or unsupervised*
* *Patient & calm under pressure*
* *Extremely loyal in a professional capacity*

***Professional Achievements***

* *Continuously promoted from Apprentice to Senior Recruitment Consultant*
* *REC Qualified*
* *TAQA 3 & 4*
* *Hold MIRP Cert RP Membership*
* *Involved in setting up a new office from scratch*
* *Awarded Employee of the year twice*
* *Awarded Outstanding Contribution to the business*

*References are available on request*

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**36 Stile Croft**

**Harlow**

**Essex**

**CM18 6LW**

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E: ellisjdavis92@gmail.com

*I pride myself on being a punctual, reliable and loyal member of any team I work with. I am able to understand and implement new ideas and procedures quickly. I am a strong team player with a proven ability to work extremely well under pressure and keep to strict deadlines.*

***TheLightBulb***

***Learning and Development Mentor & IQA***

*February 2019 – Present*

* *Proving support to learners through their apprenticeships to ensure progress*
* *Setting targets and developing the skills of learner*
* *Completing admin tasks*
* *Signing up new learners and introducing them to their apprenticeship*
* *Creating assignments and different methods of coursework*
* *As from November 2020 performing an IQA function*

***MC Personnel Ltd***

***Recruitment Consultant***

*October 2012 – January 2019*

* *Registering candidates on a one to one basis*
* *Carrying out referencing on both temporary & permanent candidates*
* *Writing and updating job advertisements for job boards and social media*
* *Completing weekly timesheets and other administration duties*
* *Liaising with other departments such as Transport, Accounts & an Outsourced Payroll company*
* *Managing a team of Recruitment Consultants*
* *Updating weekly branch figures*
* *Providing training for internal staff*
* *Key holder for the office*
* *Carrying out quarterly Business Reviews & Appraisals for internal staff*
* *Filling bookings for temporary staff short notice*
* *Placing permanent candidates, initial telephone interviewing*
* *Providing positive & negative feedback for permanent candidates*
* *Meeting with prospective & existing clients*
* *Agreeing rates and Terms of Business*

***Previous Employment***

*Bose Ltd – Sales Advisor*

*The Daily Telegraph – Sales Advisor*

*B&Q – Customer Service Advisor*