

Ellis Davis

9 Read Close

Harlow

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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

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

Bose Ltd – Sales Advisor

The Daily Telegraph – Sales Advisor

B&Q – Customer Service Advisor