

# ELLE CHIDLOW

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A self-motivated and well-organised recruiter with more than 5 years of experience in the retail industry. Strong communication skills combined with ability to adapt to changing requirements and re-prioritise activities with ease. Extensive experience in leading end-to-end recruitment processes, shaping recruitment strategy and managing senior stakeholders. Currently looking to broaden experience and utilise the existing skill set as a recruiter in XYZ company.



## WORK EXPERIENCE

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### RECRUITMENT CONSULTANT

January 2018 - present

#### *ABC Company, London*

- Leading 20+ end-to-end recruitment processes per month for roles in supporting business units (IT, HR, Finance, Legal).
- Shaping attraction and recruitment strategy for hiring graduate candidates. Successfully recruited 125 interns in 2018.
- Designing assessment centres (ACs). Thus far implemented and facilitated 10+ assessment centres aligned with job descriptions for graduate and specialist-level roles in IT, HR and administration.
- Supporting 20-30 hiring managers with hiring decisions and other recruitment-related topics.

### RECRUITMENT SPECIALIST

November 2015 – December 2017

#### *ABC Company, London*

- Led 10-15 end to end recruitment processes per month for entry and mid-level roles, which included creating and posting job adverts, screening resumes, conducting psychological assessments, telephone interviews, face-to-face interviews and (ACs).
- Organised and facilitated activities in 2-5 assessment centres per month while supporting hiring managers with assessing candidates and making a hiring decision. Conducted 50-75 face-to-face interviews monthly.
- Advised and supported 15-25 hiring managers with all recruitment-related topics on a yearly basis.
- Organised employer branding activities (job fairs, workshops and cooperation with universities).

### HR ASSISTANT

April 2014 - October 2015

#### *ABC Company, Birmingham*

- Sourced candidates for 20-25 entry-level and specialist roles per month. Sourced for positions in HR, IT and Finance. Headhunted candidates on German, Austrian and Swiss job market via LinkedIn and Xing.
- Designed 25-40 job adverts monthly. Posted ads on LinkedIn, company career website and international job boards.
- Screened resumes, conducted psychological assessments, preliminary telephone interviews and face-to-face interviews.
- Communicated with job applicants and administered candidate database.



## EDUCATION

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### *Master's Degree in Management (MiM)*

October 2013 - October 2016

London Business School (London)

### *Bachelor's Degree in Human Resources Management*

October 2010 - June 2013

Birmingham City University



## SKILLS

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**Languages:** English (native), German (conversational level).

**Technical skills:** MS Office (advanced Excel and PowerPoint skills), LinkedIn Recruiter (working proficiency), HRIS (working proficiency), SAP (intermediate knowledge), HRMS (basic knowledge).