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A dedicated talent professional with over 10 years of experience across in-house Talent Acquisition. I have extensive recruiting knowledge across startups, scale-ups and large corporations including ecommerce, digital and tech functions. My experience encompasses full cycle recruitment, sourcing strategies, content curation, analysis, talent mapping and business partnering across all levels.

I am passionate about new and emerging trends, ensuring the talent I work with and the brand I'm proud to be part of remains consistently competitive and disruptive in the market.

## **CAREER HISTORY:**

### **MADE.COM (March 2018 – January 2020)**

#### **Recruitment Manager**

- Responsible for overseeing and leading full end to end management of all Recruitment across MADE.com UK, Paris, Berlin and Amsterdam head offices and studio teams
- Successfully partnered with the Managing Director for both Germany and Amsterdam for building a successful Sales, Marketing and PR function in order to launch MADE.COM across Spain and Nordic markets.
- Business partnering with Senior Leadership across the business strategy for each business area including: Digital, Tech, Product (Buying, Merch & Design), Analytics, Finance, Marketing, Brand, Production and Content. • Responsible for all Senior hires at Head of and Director level for all business areas.
- Insight driven analysis and Market Intelligence on brand performance on LinkedIn and Glassdoor • Implementation of Recruitment strategy of all new investment roles vs our base recruitment plan. • Broader strategic projects – leading the re-design of MADE.com careers page, devising a recruitment toolkit including writing all content and communicating internally a defined, structured recruitment process
- Curation of EVP and all content that is posted externally. Devising a brand engagement strategy to include Glassdoor, Indeed and LinkedIn
- Ensuring all Recruitment brand content is in line with MADE.COM tone of voice and values, partnering with content and brand teams to duplicate content across all European markets
- Redesigned the interview structure including re-writing interview questions, job descriptions and the implementation of a new group assessment structure for our flagship London showroom for all Management and Showroom sales assistant
- Line Management for a Recruiter who supports on managing Operational recruitment and Junior to mid-senior Head Office roles.
- Curation, tracking and analysis presented to the HR Director and CFO of weekly and monthly recruitment metrics and tracking including TTH, Avg hire per month, referral scheme and source of hire. Roles to be hired within 40 Days TTH • Key speaker around culture and engagement MADE.COM industry events and meetups across Technology and Data Science
- Budget management ensuring a direct sourcing module at 90% to attract the best talent to MADE.COM
- Implementation and negotiation of full PSL and management of agency relationships
- Presentations at monthly new starter inductions across HR & Recruitment

### **JOHN LEWIS & PARTNERS (April 2017 - April 2018 - 1 Year FTC)**

#### **Specialist Recruitment Consultant - Commercial**

Supported in a FTC whilst JLP undertook a restructure programme across a number of key business areas along with a change of brand Identity to John Lewis Partnership to John Lewis & Partners. My role was split across both Waitrose & JL across two dual site office in London and Berkshire.

- Lead the delivery and management of end-to end UK resourcing for business specific functions and campaigns. • Specialist areas include: Commercial Buying (*across fashion and beauty office*) Design (*fashion, home and Childrenswear*), Press, Editorial, Marketing and Social and Retention, Research and Customer Insights Analysis • Advise, coach and guide Hiring Manager on process, best practise, policy and systems.
- Design and delivery of resourcing campaigns, presenting and hosting assessment days
- Presenting and hosting at external Recruitment events
- Social media to headhunt, build robust talent pipelines across all disciplines. Focus on growth and devising new, engaging and collaborative content.

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## **SALLY (SALLY SALON SERVICES) (March 2016 – April 2017)**

### **Senior Recruitment Specialist UK & IRELAND**

- Managed end to end recruitment process for senior retail recruitment (Regional, Area and Store Managers) and overseeing recruitment for Sales Advisors UK and IRE across 270 stores
- Partnering with hiring managers for specialist corporate head office recruitment including market mapping across specialisms
- Reduced agency spend on operational retail recruitment by £42k from FY16-FY17 and introducing direct sourcing
- Reducing labour turnover and reduced TTH by 40% ensuring our managerial positions for retail are fully recruited within 60 days TTH
- Business Partnering with Regional HRBP's, Regional Managers and Snr Operations manager Responsibility of recruitment budget and spend
- Create and implement recruitment strategy for Sally UK focusing on direct sourcing
- Roll-out of updated recruitment strategy for Retail across the UK including: Focus groups, role profiles, interviewing forms, attraction, selection and onboarding process
- Design of selection toolkits for managers - recruitment workshops for retail operation leaders
- Line management for Recruitment Assistant
- Manage new store opening recruitment process (7 successful openings) partnering with Regional, Area and HRBP's.
- Source and update our PSL, manage and maintain strong partnerships with our recruitment agencies, job board and suppliers.
- Manage employer branding projects for LinkedIn/Social media and job shows.
- Tracking and analysis of key metrics including TTH, Vacancies filled per month, Cost per hire, days to fill, recruitment source

## **TOPSHOP TOPMAN (February 2015 – September 2015 FTC)**

### **Recruiter**

- Head Office recruiter responsible for managing Marketing, CRM, Digital, E-com, Social, Design, Press, Buying and Merchandising vacancies across TOPSHOP and TOPMAN from entry to mid-level management
- Partnering with hiring managers from briefing stage to completion, offering guidance and advice.
- Writing job ads and advertising
- Market Mapping and ensure live external talent pools are updated
- Competency based interviewing, creative and imaginative sourcing and selection, market mapping, and hitting weekly KPI's.
- Offers and negotiation both with candidates, line management and agency

## **HOUSE OF FRASER (May 2014 - February 2015)**

### **Regional Recruitment Advisor**

- Business partnering with Senior Management, Store Management and HR functions for 8 key stores (2x flagship) across the South and South West of England developing strong effective relationships, and providing specialist tailored recruitment and talent solutions across the region.
- Pro-actively work with my two resourcers to implement solutions to resolve recruitment issues Evaluate all recruitment activity and make recommendation for improvement
- Plan and run regular assessment centres
- Pipelining future talent, succession planning and managing talent pools for each geographical location Brand and new talent engagement including key Universities and Colleges
- Identify recruitment needs and tailor solutions in a creative and commercial way
- Regular reviews and reports focusing on labour turnover and leaver data taking a strategic view for all commercial activity.

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## **NEW LOOK (April 2013 - April 2014 FTC)**

### **Entry Talent & Placement Specialist**

- Manage and grow New Look work placement and internship programme placing students in Buying, Merch, Design, Digital, Press and Finance.
- Improved and delivered new starter first day company induction, regularly reviewing feedback and making appropriate changes
- Liaise and built relationships with key academic institutions to arrange, manage and follow up fixed periods of work placements across the year
- Manage all independent work placement applications
- Collate and manage an in house work placement talent pool whilst maintaining each department calendar Design and Developed support documents and careers materials with support from L&D
- Manager. Design and revamp of soft skills courses for staff in Buying and Design
- Design and Delivery of New Look work placement induction to all new candidates
- Maintain, evaluate and analysis of all data around success rates, recruitment uptake and feedback ● Promote the New Look brand and work placement programme to academic institutions via careers workshops, engagement days and careers fairs.

## **LIZ EARLE SKINCARE (September 2010 – November 2012)**

### **Recruitment Advisor**

- Manage end to end retail recruitment process for all Operational recruitment across both Boots, John Lewis Concessions and Liz Earle Free Standing Flagship Stores Ensuring each role has full job description, person specification and budgetary authorisation in place.
- Preparing all offers and new starter paperwork
- Building relationships internally and externally with Sales, Regional Sales Managers and Area Managers and our agency support.

### **EDUCATION:**

**East Berkshire College:** Jan –May 2008 (Makeup and Beauty Care: Pass)

**London Academy of Radio, Film & Television:** April –August 2008 (Makeup for TV & Film)

**Strodes' College, Surrey:** September 2002 – September 2003 (3 A-LEVELS A-C)

**Windsor Girls School:** September 1999 - July 2002 (9 GCSE'S- A-C)

### **HOBBIES AND INTERESTS:**

Yoga, dance, beauty, fashion, gym, art and travel.