

JESSICA PATTERSON

A diligent, tenacious, and professional individual with a range of business knowledge and skills and a strong methodical approach to tasks. Adept at working under pressure where communication and organisation is paramount.

Predominantly working within the Recruitment sector (Internal, Agency and Onsite Consultant. Commercial and Industrial temp and perm) and looking to progress her career in Recruitment, HR, Compliance or Administration.

After spending over 5 years in Recruitment; I am now looking for a new challenge in Administration or HR which will satisfy my desire to learn and progress

Contact

- 📞 07511969639
- ✉️ jessicakatepatterson29@gmail.com
- 📍 116 Grange Avenue, Hatfield, Doncaster, DN7 6RD
- 🌐 www.jessicakpatterson.com
- 🌐 /in/jessicakpatterson

Skills

- Microsoft proficient (strong knowledge of Excel)
- Adobe Photoshop
- Recruitment (including onsite coordination)
- Social media marketing
- Graphics design
- Keen eye for detail
- Software such as Tribepad, Itris 9 & Trello

Work Experience

Venatu Recruitment Group | August 2021 - Present
Candidate Manager (Contact Centre - Permanent Division)

- Telephone interviewing/pre-screening
- Working to client's requirements
- Preparing candidates for interview
- Booking face to face interviews
- Attending client's recruitment open days
- CV searching
- Day one check ins with candidate (also done Day 7 after first week of training),
- ID checking & Compliance checks
- Database management,
- Advert writing,
- Since starting this role; I have exceeded budgets each month and within the first three months billed £100k.
- (Duties similar to Recruitment Resourcer)

Parseq (Census 2021) | August 2020 - August 2021
In House Recruiter - Census 2021 Project

- Working as part of a 4-6 person team to recruit over 1000 members of staff (Warehouse, Data Entry and Coding) across 2 shifts within a 3 month period.
- Setting up an entire recruitment process (previously non-existent)
- Adapting selection events to online due to COVID-19,
- Creating and running ATS systems (Tribepad)
- Managing internal stakeholders
- Recruiting staff for both BAU (Business as usual) and Project departments
- Training new members of the team,
- Planned, managed and ran planning meetings,
- Creating marketing material & monitoring social media activity,
- Onboarding and vetting in line with BPSS standards
- Issuing, unallocating and monitoring lockers
- Updating vetting trackers,
- Helping candidates through recruitment process from application to start date.

JESSICA PATTERSON

Education

Gi Group (Employer)

2016 - 2018

- BTEC NVQ Level 2 Business Administration
- Level 3 Certificate in Recruitment Practice (QCF) (REC)
- BTEC NVQ Level 3 Recruitment, Intermediate Apprenticeship in Business Administration & Recruitment

Ash Hill Academy / De Warenne Academy

2013 - 2015

- A Level English Language - C
- BTEC Level 3 Business Studies - Distinction*
- BTEC Level 3 IT - Distinction*

Ash Hill Academy

2008 - 2013

- GCSE Maths - C
- GCSE English Language - B
- GCSE English Literature - C
- GCSE Photography - B
- GCSE History - C
- BTEC Level 2 ICT - Distinction*
- BTEC Level 2 Business studies - Distinction

Personal Studies

2015 - Present

- CMI Level 5 Award in Management & Leadership - September 2020
- CIPD Personal Management Skills - Pass
- Leading & Managing People-Centred Change - Pass
- Mental Health for Small Workplaces (Mind) - 2019

Work Experience

Gi Group | August 2019 - August 2020

Onsite Recruitment Consultant

- Working onsite three days a week whilst being the Commercial Consultant in branch for the remaining two days.
- Allocating shifts
- Performing staff check ins daily
- Conducting inductions and site safety tours,
- Handling and processing holidays, sickness recording & return to work interviews
- Chasing up accident and incident paperwork
- Staff disciplinaries and reviews
- Updating daily MI trackers
- Attending planning meetings with team leaders,
- Assisting site with their own jobs if large amount of workload (data entry processing) & general PA duties for Team Leaders
- Sending thank you and birthday cards to staff,
- Social media advertising,
- Working closely with company's head of recruitment

Gi Group | November 2018 - August 2020

Commercial Recruitment Consultant

- Managing and developing Commercial desk
- Creating & managing attendance, absence and shift allocation trackers
- Forecasting weekly revenue,
- Train new staff members on company policies, administration procedures and CRM systems,
- Boosted branch's online presence via Google Reviews
- Taking branch manager responsibility in their absence (including auditing, delegation and KPI monitoring)
- Provided information to sales department for client tenders
- Full technical audits on clients
- Canvassing and candidate specs
- Upselling Industrial, Driving, Technical and specialist if use is identified
- Was also sole Branch Administrator alongside this from from April 2017 to April 2019.

JESSICA PATTERSON

Achievements

- Set up a recruitment process in house
- Grew from 44 to 100 temps at one client within a 3 week period
- Recruited over 1000 members of staff remotely, during the COVID-19 pandemic (1100 candidates recruited in a 45 working day time frame)
- Proven track record converting and retaining clients
- Had largest amount of Temp billing three years running (2016, 2017 & 2018)
- Passed REC Level 3
- Assisted head office with creation of new paperwork & training videos for national accounts
- Created an entire administration process/spreadsheet in branch within first month which are still used (as of 08/2020)
- Billed £100k within first three months at Venatu Recruitment
- Studied Welsh to help with Census 2021 Recruitment
- Recruited 4 Welsh Speaking data entry clerks to work in Rotherham (due to no remote working - and not many Welsh speakers in Rotherham/Sheffield!)

- Been given a number of glowing testimonials which can be found on my website

Work Experience

Gi Group | April 2017 - November 2018

Branch Administrator & Trainee Recruitment Consultant

- Resourcing and registering candidates
- Processing payroll processing for all clients (sometimes over 100 candidates), timesheets and new starters
- Processing purchase orders, handling invoice queries
- Main point of contact for client and candidate payroll queries
- Running industrial and commercial desk simultaneously and handling both temporary and permanent vacancies
- Creating, implementing and updating new documents for office and personal admin/recruitment use to benefit the registration and interview process.

Gi Group | April 2016 - April 2017

Branch Administrator Apprentice

- Originally started this position as voluntary work experience before being offered an apprenticeship.
- Acquiring and processing payroll
- Processing P45 requests
- Chasing payroll queries
- Creating and processing purchase orders,
- Stationary orders
- Resourcing and registering candidates,
- Checking right to work documents
- Creating and maintaining rota trackers
- Working on reception, answering, screening and transferring phone calls, taking bookings from clients.

Talking Heads Hairdressers | Sept. 2015 -Sept. 2015

Social Media Marketing Apprentice

- Managing social media platforms,
- Photographing stock and uploading them to Ebay
- Creating promotional posters and graphics to use in store and online
- Strategic advertising based on specific target markets or events (Halloween, St. Leger Races etc.)