

Jessica Patterson

My Profile

A diligent, tenacious and professional individual who is her happiest when organising and working with spreadsheets! Adept at working under pressure with strong methodical approach to workload. Enjoys training and upskilling.

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Educations

2016 - 2018

GI GROUP (EMPLOYER)

- BTEC NVQ Level 2 Business Administration
- Intermediate Apprenticeship in Business Administration & Recruitment
- BTEC NVQ Level 3 Recruitment
- REC Level 3 Certificate in Recruitment

2013 - 2015

ASH HILL ACADEMY

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

2008 - 2013

ASH HILL ACADEMY

- 5 GCSEs grade B-C including Maths, English (Language/Literature)
- BTEC Level 2 ICT - Distinction*
- BTEC Level 2 Business Studies - Distinction

2015 - Present

PERSONAL STUDIES

- CMI Level 5 Award in Management - Sept. 2020
- CIPD Personal Management Skills
- Mental Health for Small Workplaces (Mind)

Work Experience

Aug. 2021 - Present

Venatu Recruitment Group

CANDIDATE MANAGER

- Recruiting contact centre staff for permanent contracts
- Tracking calls and candidate statuses using spreadsheets
- Monitoring and checking all right to work
- Database management
- Tracking desk revenue on a monthly basis

Aug. 2020 - Aug. 2021

Parseq (on behalf of Census 2021)

IN HOUSE RECRUITER (FIXED TERM)

- Recruiting over 1000 member of staff in a 6 month period
- Setting up entire recruitment process
- Creating and running Applicant Tracking Systems (Tribepad)
- Managing internal stakeholders
- Liaising with supporting recruitment agency
- Onboarding and Vetting checks in line with BPSS standards
- Issuing and monitoring lockers - updating spreadsheets for this
- Created coded spreadsheet to track new starters, status of application, internal compliance, department allocations
- Monitoring recruiting email inbox daily
- Telephone interviewing candidates

Aug. 2019 - Aug. 2020

Gi Group Recruitment

ONSITE RECRUITMENT CONSULTANT

- Working onsite 3 days a week whilst being Commercial Consultant in branch for remaining 2 day
- Weekly payroll for over 100 temps at peak period
- Allocating shifts
- Staff check ins daily
- Site inductions and site safety tours
- Handling & processing holidays, sickness recording and return to work interviews
- Chasing up accident & incident paperwork
- Updating daily and weekly MI trackers
- Social media advertising
- Using spreadsheets to check in staff, monitor which temps are working on which days, leavers and outstanding bookings

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Skills

- Strong Microsoft knowledge including Outlook, Word and Excel
- Technical minded - picks up databases easily
- Software experience including Tribepad, Itrix 9, Trello and Hootsuite
- Social media marketing
- Recruitment
- Adobe Photoshop
- Keen eye for detail
- IT Literate

Achievements

- Assisted head office with creation of new paperwork & training videos for national accounts
- Created an entire administration process in branch within first month, which was still used at point of leaving in 08/2020
- Recruited 110 candidates in a 45 working day time frame during COVID-19 pandemic
- Grew from 44 to 100 temps at one client in 3 weeks
- Set up recruitment process in house
- Been given a number of glowing testimonials which can be found on my website

Work Experience

Nov. 2018 - August 2020

Gi Group Recruitment

COMMERCIAL RECRUITMENT CONSULTANT

- Creating & managing attendance, absence and shift allocation spreadsheets - updated daily
- Forecasting weekly revenue
- Train new staff members on company policies, administration procedures and CRM systems
- Personal KPI monitoring
- Conducting full technical audits on clients and candidates
- Creating registration documents
- Managing and developing Commercial Desk
- Recruiting in line with company's requirements

Apr. 2017 - Nov. 2018

Gi Group Recruitment

BRANCH ADMIN & TRAINEE RECRUITMENT CONSULTANT

- Continued Branch Admin responsibilities from April 2017 to April 2019
- Processing payroll for all of the branch's clients, which could include over 200 people weekly at peak
- Chasing timesheets
- Uploading new starters to system and sending all required documents to Payroll to set them up
- Processing purchase orders and invoice enquiries
- Main point of contact for client and candidate payroll queries
- Creating, implementing and updating new documents for office and personal admin/recruitment use to benefit the registration and interview process
- Running Industrial and Commercial desk simultaneously

Apr. 2016 - April 2017

Gi Group Recruitment

BRANCH ADMIN APPRENTICE

- Position started as voluntary work experience before being offered an apprenticeship
- Acquiring timesheets and processing payroll
- Processing P45 requests
- Authorising and declining holidays based on clients' response
- Updating weekly rota spreadsheet for one client
- Handling and chasing payroll queries
- Liaising with clients to get timesheets and solve any pay queries
- Stationary orders including raising purchase orders
- Right to work checks
- Resourcing and registering candidates
- Working on reception answering, screening and transferring calls
- Taking bookings from clients