

Jack Williams

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Recent graduate with strong abilities in communication, organisation and planning. Commercially astute, with experience in recruitment research. Keen to find an entry-level role in executive search, in a firm where I can learn and grow. Particular interest in the Consumer and Retail sectors.

Work Experience

Right Recruitment 2022-23

Recruitment Sourcer (2 month Internship)

- Sourced passive candidates using LinkedIn, Google and RocketReach, learning boolean
- Assisted with initial sift of candidates
- Sat in on meetings with clients
- Kept the CR up to date
- Enjoyed learning about the Luxury/Retail sector

Classic Couture 2018-2022

Shop Assistant (holiday work)

- Acted as Supervisor in the manager's absence
- Invited back every holiday/peak season
- Dealt with difficult customers with tact and patience
- Shadowed and assisted buyers
- Trusted with tallying up takings at end of day

Education & Qualifications

Introduction to sourcing 2023

- One-day LinkedIn course on candidate sourcing

Intermediate Excel 2021

- Certificate in intermediate Excel use from the Institute of Data, gained during degree

Bognor Regis University 2020-23

- BA (Hons) Economics, 2:1
- Captain, trampolining international team

Bognor Regis High School 2012-19

- 4 A Levels
- School prefect & Peer Mentor

Key Skills

- Communication - phone, video in writing and person
- Data organisation - Excel, CRMs, Salesforce
- Online research - including boolean operators
- Teamwork - thrives as part of a close-knit team

Volunteer Work

Demonstrator, GoWild Trampolining, 2019-21

Kitchen assistant, Feed the Homeless charity
2018-present

Interests

- Fashion - reads trade journals, makes own clothes
- Trampolining silver medallist, teaches beginners
- Avid reader and podcast listener on commerce and business (eg Diary of a CEO)
- Social media - Instagram, Discord and Substack