

Charlotte Smith
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Profile

I am a proven hard worker with excellent communication skills allowing me to operate at all levels of a commercial organisation whilst meeting, and often exceeding key deliverables. I have always been an outgoing person and I thrive when meeting new people and forging relationships. These are skills I have applied in both my personal life, whilst travelling across South America and in a professional context in my client/customer services based roles. I am organised, dependable and confident in my abilities whilst remaining an avid learner, always looking to expand my skill set.

Work History

Nov 2016 – present Recruitment Delivery Consultant
4it Recruitment

4it Recruitment are a leading IT Recruitment agency who specialise in contract and permanent recruitment across IT, Digital and Change disciplines.

I joined 4it in November 2016 as a trainee recruitment resourcer, I have since progressed up through the ranks and am now a Permanent Recruitment Delivery Consultant. My main responsibilities are:

- Liaising with clients over email, phone and face to face to collect job specifications. Talking through the specification to ensure I have the most accurate information so I am prepared to go to market.
- Source candidates using a range of methods including online job boards, LinkedIn, our internal database, referrals.
- Writing effective adverts to attract active candidates.
- Arranging interviews and acting as main point of contact for all changes, negotiations and decision making.
- Building relationships with candidates and clients throughout the recruitment process.

6 month gap due to solo travelling around Europe following graduating from University. I took this time to travel before settling in to full time employment.

Sept 2013 – May 2016 Sales Advisor (part time whilst studying)
Topshop

Topshop is a global high-street fashion organisation with 500 stores worldwide, 300 of which are located in the UK.

I worked in the Leeds city centre flagship store when my main responsibilities were:

- Taking stock deliveries before store opening and after store closing
- Helping to design displays both in store and window displays
- Replacing items throughout the store from the fitting rooms
- Serving customers at the till and cashing up at the end of the day
- Advising customers on the latest fashions and trends

Education

2013 – 2016

Leeds University

Linguistics and French

Dissertation title “An exploration into the linguistic differences between early 19th century French and English prose and how these differences have shaped European language development.”

Dissertation Grade: 1st

Final grade achieved: 2:1 (68%)

2011 – 2013

Leeds Sixth Form

- A-levels achieved: English Language and Literature (A), French (A), Drama and Theatre Studies (B)

2007 – 2011

Leeds Comprehensive School

- 10 GCSE’s achieved with A-B grades, including Maths, English, French and Sciences.

Achievements and Hobbies

- Head Girl during my time with Leeds Sixth Form, responsibilities included organisation of end of year events, speaking with governing bodies and school management regarding school current affairs, guest editor of school magazine.
- Blue Belt in Karate
- Active member of the Theatre and Drama society whilst studying at Leeds University