**`Gemma McAdams**

**Flat 16, Addison Court, Epping, CM16 4FD**

[**Gemmamc1@hotmail.co.uk**](mailto:Gemmamc1@hotmail.co.uk) **- 0794 7110 882**

## Profile

I am an enthusiastic, reliable self-motivated individual with a HR and Recruitment background. Mature and very adaptable person with transferable skills who can work cheerfully under pressure to meet targets within tight deadlines.

### Career History

**Jan 2019 – Present**

**London Borough of Camden**

**Senior Resourcing Advisor**

End to end resourcing for assigned clients within the Corporate Services division.

* Carrying out manager briefings for new vacancies to identify key requirements of new roles and advise on external market skills availability.
* Conducting candidate sourcing via available databases, telephone screening and HR interviews by phone.
* Providing to hiring managers feedback on the quality of CVs/applications to ensure suitable candidates are short-listed for consideration and how we can encourage diversity
* Working with managers on selling the role and how we can develop candidates
* Reviewing the recruitment campaigns including media and sourcing channels to inform the review of the Council’s advertising strategy and provision of advice and information to recruiting managers
* Working with stakeholder to agree roles, responsibilities and timescales at the beginning of a campaign to ensure hiring managers are aware of what is expected at an early stage
* Attending meetings with agencies to discuss recruitment needs
* Attending network events including job fairs and appropriate functions
* Participating in training courses for personal development and enhance skills and technical knowledge

**Jan 2018 - Dec 2018**

**Alexander Mann Solutions - Graduate Recruitment Onsite at Citi**

**Resource Specialist**

Working within the Markets and Securities Services division to support their graduate requirements.

* Managing candidate pipeline across different graduate programmes
* Post job openings
* Conducting 1st round and Assessment Centre interviews for internship programmes
* Managing candidate relationships both on campus and throughout the recruitment process
* Managing stakeholder relationships including recruitment sponsors
* Developing strong relationships with universities
* Liaising with line managers to ensure feedback is given on all CVs and interviews
* Maintaining a primary focus on diversity
* Helping with sourcing events on campus, networking events, presentations
* Meeting recruitment targets (STEM, offer accept, diversity, university hires)
* Leading set projects within Graduate Recruitment as directed by Manager – for example onboarding process of the interns

**May 2015 – Dec 2017**

**Alexander Mann Solutions - Onsite at Deloitte**

**Resource Specialist**

* Supporting the Senior Recruiter with pre-screening candidates
* Liaising with the recruitment agencies and managing relationships
* Contacting and interviewing prospective candidates
* Building and maintaining internal relationships with the client
* Liaising with line managers to ensure feedback is given on all CVs and interviews
* Supporting on the creation and management of HR processes and assessment centres
* Planning and coordinating Assessment Centre’s
* Gathering of data and producing forecasts reports
* Producing DI Metrics – pivot tables, recruiters league tables, stuck at status reports
* Providing administrative support for projects
* Dealing with internal transfers and onboarding escalations
* Managing new joiners in the team

**June 2012 – March 2015**

**JP Morgan - CIB Experienced and Executive Recruiting**

**Recruitment Coordinator**

* Supporting the Experienced Hire Recruitment team
* Diary and inbox management on behalf of the Recruitment team
* Processing of invoices
* Scheduling of interviews, TP’s and assisting with room bookings in UK and Overseas
* Database management
* Minute taking for Technology mobility forum
* Creating MI Reporting globally for CAO and assisting with any queries, also reporting on an ad hoc basis for HRBP’s and the business
* Using Taleo recruitment database to the highest capacity - updating records, database mining, communicating with candidates and completing hire process through the system
* Full Candidate Care - Managing candidates through the interview process and recruitment lifecycle liaising closely with Recruiters / Hiring Managers / Candidates / PSL
* Liaising with recruitment agencies and managing relationships with them.
* Validating baseline for CAO on a monthly basis - confirming the comp data is correct for each candidate
* Mentoring of new joiners
* Generating contracts and ensuring that there is a smooth transition between offer, onboarding and start date
* Leading the Induction event bi-monthly and performs right to work checks for new hires
* Follow up, escalating and resolving any on-boarding issues
* Directing speculative candidates to the Website
* Training to conduct HR interviews
* Preparing offer approval grids

**Feb 2010 - April 2012**

# Contract work

# Skills

* Proficient in Word, Excel, Outlook, PowerPoint
* Comfortable managing and reacting efficiently to volume recruitment and working under pressure
* Positive, confident attitude
* Extremely organised and efficient
* Excellent time management and co-ordination skills
* Ability to prioritise workloads and handle a large workload to ensure delivery
* Tactful and articulate
* Strong attention to detail and good analytical skills

# Education

# Bishop Challoner R.C School (London)

**Sept 99- June 06**

# A level – ICT, Psychology, Media Studies

7 GCSE’s including English language, English Lit, IT and Media A\*

# Jan 05- Feb 05 Pitman Training

Certificate Pitman Bronze Award

Undertook a Pitman Training Course in order to gain skills including;

Touch Typing. Microsoft Word. Microsoft Excel and Outlook. Seminars also included Effective business Communication, Customer Care & the Telephone, Practical Office Equipment, Speed Development and Professional Receptionist.