

Nick Burke

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Windsor Locks, CT 06096

Career Summary

Experienced Recruitment Consultant with a proven track record of delivering high-quality results utilizing expertise in identifying and attracting top talent, providing exceptional client service, and leveraging industry insights to drive business growth and build long-term partnerships

Skills

- Communication
- Training and Development
- Recruitment
- Documentation and Reporting
- Problem Solving
- Client Relations
- Employee Relationship Management
- Networking
- Organization

Professional Experience

Recruitment Consultant

Phaidon International, Boston, MA

April 2022 - Present

- Specialize in 360 or full desk, micro-specialist recruitment, with a deep understanding of specific industries and niches
- Spearheaded Boston's first Logistics Recruitment team, quickly expanding to 4 people in less than a year
- Conduct thorough research and analysis of client needs, industry trends, and candidate pools, resulting in a 20% reduction in time-to-hire
- Provide expert guidance and advice to clients on recruitment strategies, market trends, and hiring best practices, resulting in a 100% satisfaction rate from new clients
- Utilize a variety of sourcing methods, including social media, job boards, networking, company database and referrals, to identify and attract qualified candidates
- Deliver high-quality service and results to clients, with a focus on meeting and exceeding expectations and building long-term partnerships, resulting in a 100% client retention rate
- Onboard and manage new client relationships in various industries such as healthcare, pharmaceutical, biotechnology, food production, and supply chain

Employment Specialist

InterCommunity Health Care, Hartford, CT

September 2020 - April 2022

- Developed vocational strategies consistent with IPS Supported Employment Model
- Assessed job compatibility for individuals and trained clients in job readiness and job coaching
- Ensured ongoing support for individuals during transition into new employment, resulting in 95% job retention rate after six months
- Collaborated with Bureau of Rehabilitation Services on client referrals and provided long term supports
- Built relationships with local employers through advocacy to establish potential jobs for clients

- Provided direct care to clients and completed documentation according to agency standard

Research Assistant Intern

August 2019 - December 2019

University of Mississippi, Oxford, MS

- Led studies for research at University of Mississippi in an efficient manner
- Provided support and guidance to students based on current lab
- Managed daily schedule and awarded student's credit
- Maintained participant confidentiality throughout entirety of process

Boys and Girls Club Associate Intern

August 2019 - December 2019

Boys and Girls Club (LOU Barksdale Clubhouse), Oxford, MS

- Assisted 30 children during daily power hour activities
- Oversaw and mentored 30 children based on specific individual needs
- Created strategies to increase children's wellness and participation
- Monitored and assisted with safety and well-being of all children

Education

University of Mississippi

Graduated - December 2019

Bachelor of Liberal Arts

Major: Psychology, Minor: English

