

Dave Poulter

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Profile:

I am An ambitious and determined leader and team player with excellent communication, engagement and reporting skills, an analytical mind. As an inquisitive nature and a desire to get the job done to the highest of standards. I like to find creative solutions to the challenges I'm presented with, and to draw the best out of the team I'm working with. Job satisfaction through valued contributions and having the opportunity to develop and motivate my own team are what I'm seeking in my next role. Bilingual in French, German and Spanish with excellent communication skills.

Employment History:

Employer: Reed Specialist Recruitment

Dates: May 05 - To Date

Job Title: Executive Consultant (May 19 - To Date) Reed Finance - Education Specialist

- I built a new desk to recruit finance professionals across Central & Greater London into the education sector, including state and independent schools, academies, colleges and universities.
- I am quickly developing an understanding of the opportunities and challenges within the sector
- I am working to establish and grow a network of clients and candidates, and ensuring that I grew my credibility quickly to ensure the success of the desk
- I provide support, experience-based advice and insight to candidates in order to equip them well for interviews

Principal Consultant (Sept 18 - May 19) Secondment to Consultancy Plus

Reed's specialist consultancy business, delivering outcome-based projects that support critical business strategy. Solutions are focused on achieving fixed objectives, on time and on budget, to support or manage client's projects.

- Seconded to an exciting area of Reed to grow the offering of solutions beyond pure recruitment
- Developed internal training materials in order to deliver workshops and gain engagement from the national network
- Producing marketing materials for three markets (Reed Finance, Reed Legal and Reed Banking)
- Conducting research to understand the potential areas that we could provide solutions
- Making contact with key decision makers in identified clients, to discuss potential and arranging

face to face meetings to gain buy-in from them

Executive Permanents Consultant (July 14 - Sept 18) Reed Finance - Practice Specialist

Senior Permanents Consultant (Aug 09 - July 14) Reed Finance - Practice Specialist

Recruitment Consultant (Feb 08 - Aug 09) Reed Finance

Senior Permanents Consultant (May 05 - Feb 08) Reed Accountancy

- Working with Partners, Senior Managers and HR Teams within firms across the full range from the Big 4 and Top 10 to Top 20, 50 and 100 Accountancy firms as well as independent firms
- Adopting a consultative approach with clients to determine how their requirements for suitable candidates correlate with the current candidate market as well as typical career aspirations. Offering insight to establish the best methods for engaging with passive candidates
- Conducting competency based interviews, determining the career aspirations of individuals in a highly candidate driven market to ensure that both client and candidate requirements are considered
- Developing strong and successful working relationships with key contacts within businesses predominantly across London, Hertfordshire & Middlesex
- Marketing candidates to relevant clients utilising html and posted mailers as well as attracting interest by speaking to key clients with whom I have already established potential synergies for particular candidates
- Securing vacancies from clients on a retained or contingent basis
- Working in a consultative manner, often in face to face business meetings, to negotiate and secure a mutually beneficial outcome in regards to Terms of Business and service level agreements
- Attracting, screening and interviewing suitable candidates for vacancies
- Sourcing further candidates via our in-house database, website, head-hunting and candidate referrals
- Marketing vacancies on the internet through a variety of targeted websites and social media as well as in the Financial Times, where appropriate
- Maintaining accurate details of interactions with clients and candidates on internal systems
- Providing full support to both clients and candidates at all stages, including long after a vacancy has been filled
- Cross-selling of services provided by other recruitment divisions and corporate services within Reed

Employer: The Insolvency Service (Temporary, through Hays Office Support)

Dates: Feb 05 - May 05

Job Title: Receptionist/Administrator

Employer: First Choice Holidays and Flights (Based in Crete and Gran Canaria)

Dates: Apr 04 - Jan 05

Job Title: Overseas Customer Service Representative

- Frontline customer service, complaint handling and problem solving
- Presenting welcome meetings, including sales of excursions and activities
- Conducting airport and excursion transfers
- Performing Health and Safety audits for properties

Employer: MyTravel Holidays

Dates: June 2003 - April 2004

Job Title: Overseas Customer Service Representative

This role involved the same duties as above. I was working for the MyTravel brands of Manos in Crete and Airtours in Majorca.

Employer: Lloyds TSB Private Banking

Dates: 07/98 - 05/03

Employer: Senior Investment Reviewer/Investment Reviewer/Investment Administrator

- Reviewing and authorisation of deals within the UK stock markets for client portfolios following specified investment strategies
- Ad hoc work including raising funds for clients, for investment within ISAs and Life Assurance Bonds
- Ensuring all clients have made effective use of their Capital Gains Tax exemptions
- Compilation of periodic progress reports for each project
- Giving occasional presentations to colleagues at staff meetings

Achievements:

- I was initially recruited as an Investment Administrator, and subsequent to successful completion of professional qualifications, I was promoted to my eventual post of Senior Investment Reviewer where I was personally registered with the FSA.
- Throughout my time at Lloyds TSB, I was involved in training and mentoring staff on the use of internal systems and procedures.

VOLUNTEER EXPERIENCE:

Hillsong Church London

Since joining this fast-growing church over eleven years ago, I have become a key member of the volunteer leadership, particularly within the Arena Volunteer Operations team. This has included a course in leadership development that has significantly improved my ability to lead both at work and at church. The ethos of the leadership I have served under has always been one of excellence, continually looking at ways in which to improve upon results and our own abilities.

During lockdown over Covid-19, I delivered a number of webinars and individual video based consultations for those whose jobs lacked security because of the huge impact of the virus and subsequent lockdown.

During the global financial crisis, we found that many individuals were facing challenges in finding work. With several other like-minded individuals, we delivered CV and Employment Workshops, which sought to advise people in developing their own brand putting together a strong CV, preparing for interviews and applying various methods to job hunting. I have worked both on a one to one basis and within a group workshop format with up to 40 delegates.

For the past eight years I have been responsible for coordinating the volunteers for our major events which have included conference events at the 02 Arena and SSE Arena (Wembley) as well as planning towards two overseas conferences.

These events typically last for three days and have ranged in the number of delegates from 3,500 to 15,000, with volunteer teams growing up to 3,200 people, including up to 600 overseas volunteers

I have been responsible for project management, engaging with key stakeholders, weekly reporting on progress, website design and marketing to recruit volunteers, often working to tight deadlines. In addition I have collated quotes and procurement for t-shirts (approximately 1,500), meals for the volunteers (approximately 8,000) and communications radios as well as leadership communication, logistics and oversight of the volunteers for the three days of the conferences.

CURRICULUM VITAE - DAVID POULTER MARCH 2019

Having served consistently for eleven years, I have led teams of up to 60 volunteers both on Sundays and at our annual conferences. During this time, I have developed project management, reporting, logistical, leadership and mentoring skills as well as improving my abilities in developing the potential in others. One of the most significant areas of my own development has been in learning how to create reports and dashboards that are tailored to their readership, to ensure that they are relevant and informative.

Other interests include:

Photography, travel, theatre, music, cinema, cycling, scuba diving and aviation.

Education:

1 Pass	1995	First year of Aerospace Systems Engineering degree University of Hertfordshire (Grade average 2-1)
4 A-Levels	1994	Roundhay School, Leeds (Mathematics - C, French - C, Physics - D, General Studies - B)
9 GCSEs	1992	Temple Moor High School, Leeds (inc Maths - A, English - C, French - A, German - A, Science - A)

Other Qualifications:

Investment Management Certificate (UK Society of Investment Professionals)
Investment Advice Certificate Level 1 (Securities and Investment Institute)
Basic Food Hygiene Certificate
Control of Substances Hazardous to Health Certificate
Driving License: Full, clean