

Personal details

Name
Aoife O'Doherty

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Belfast, Northern Ireland

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Email
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Skills

- Candidate sourcing and screening
- Job posting and advertising
- Interviewing and assessment
- Client relationship management
- Negotiation and offer management
- Talent acquisition strategies
- Applicant tracking systems (ATS)
- Contract and salary negotiation

Education

Bachelors degree in Human Resource Management
*St. Mary's University College
Belfast, Northern Ireland, UK, 2015*

Aoife O'Doherty

Highly motivated and results-driven Recruitment Consultant with over 5 years of experience in the tech industry. Excellent interpersonal and communication skills, enabling strong relationships with clients and candidates. Track record of successfully sourcing and placing top-tier talent across various industries. Strong understanding of the full-cycle recruitment process with a proven ability to deliver tailored solutions to meet client needs.

Work experience

Recruitment Consultant

TechnoLink Solutions, UK | 2019 - Present

Build and maintain client relationships by understanding staffing needs. Utilise diverse recruiting methods to attract candidates. Evaluate CVs and conduct pre-interview screenings. Source candidates through databases, social media, and relevant channels. Match suitable candidates to positions based on client requirements. Stay updated on industry trends, conduct market research, and utilise ATS.

- Increased client satisfaction by 30% through delivering tailored recruitment solutions that resulted in successful placements of top-tier talent.
- Achieved a 25% reduction in time-to-fill for open positions by implementing streamlined recruitment processes and optimising candidate sourcing strategies.

Recruitment Assistant

ByteCraft Technologies, UK | 2017 - 2019

Assisted recruitment consultants throughout the end-to-end recruitment process, including sourcing, screening, and interviewing candidates. Conducted initial phone screenings to assess candidates' qualifications and suitability for roles. Coordinated and scheduled interviews, ensuring effective communication between clients and candidates. Supported the development of accurate job descriptions aligned with client requirements.

- Streamlined the recruitment process by implementing ATS, resulting in a 40% reduction in administrative time spent on candidate management.
- Successfully conducted market research and analysis, identifying a pool of highly qualified candidates for a specific industry niche, leading to a 30% increase in the number of suitable candidates.

Additional experience

HR Intern

AstraNova Enterprises, UK | 2016

- Assisted HR team in various recruitment activities, including candidate sourcing, CV screening, and interview coordination.

Technical skills

ATS: Workable, Greenhouse, Lever, JazzHR

Human Resource Information System (HRIS): BambooHR, Namely, Zenefits, ADP Workforce Now

Talent Management Software: Cornerstone OnDemand, SuccessFactors, Talentsoft, Oracle HCM Cloud