


Allen Mark Davenport

SENIOR RECRUITER | RECRUITMENT CONSULTANT

Bachelor of Arts – Journalism and Mass Communication

 markdavenport50@gmail.com

 +01 720 220 2329

 [LinkedIn](#)

 Denver, USA

QUALIFICATION

08/1984 – 07/1988 | Drake University, USA
B. A. Journalism & Mass Communication

LANGUAGES

English: Native
German: Intermediate

COMPETENCIES

Human Resources Management
Recruitment & Outreach
International Talent Acquisition
ATS & HR Sourcing
Employer Branding & HR Marketing
Social Media Management
Business & Operations Development
Sales Management & Competitor Analysis
Project Management
SCRUM & SMART
Automatic Data Processing (ADP)
Customer Relationship Management
Diversity, Equity & Inclusion

ACHIEVEMENTS

FUSION Risk Management | USA

Successfully sourced and filled seven “hard to fill” roles within first six months.

Maintained consistently high hiring numbers and met objectives and targets.

Played a key role in the recruitment of employees which has seen employee numbers increase by 50% in the last 12 months.

DH Pace Company Inc. | USA

Appointed to two advisory boards.

Exceeded goal metrics for six consecutive years.

Placed more than 100 candidates annually including leadership positions.

PROFILE

High-powered Senior Recruiter and Hiring Expert with over 8 years’ experience in recruiting, interviewing, presenting, sourcing, and hiring within niche markets. Proven results recruiting for international positions within a SaaS company and a solid understanding of the European market and how to effectively reach talent. Recruited for high-growth start-ups, as well as large, high volume, growth companies. Critical thinker with a keen analytic mind and a commitment to continuous education, research, and professional growth. Advanced communication, presentation and negotiation skills and the ability to convey complex information in an influential and informative manner.

CURRENT ROLE

Senior Recruiter

11/2021 – current

FUSION Risk Management | USA

- Lead recruiter for a wide range of tech roles including engineers, consultants, and managers across the US and in the UK.
- Source and fill “hard to fill” roles whilst maintaining consistently high hiring numbers.
- Execute a variety of human resources functions, including hiring, onboarding, and training.
- Establish and manage strategically important relationships with internal and external partners.

PROFESSIONAL EXPERIENCE

Regional Recruiter

06/2015 – 11/2021

DH Pace Company Inc. | USA

- Recruited, sourced, and assisted in hiring, high-quality candidates for all positions within the company.
- Undertook a variety of recruitment tasks including developing job descriptions, ad writing and placement, scheduling and administering interviews and pre-hire checks.
- Identified and established positive relationships with various sources of candidates for ongoing applicant referrals.
- Placed more than 100 candidates annually including highly targeted leadership positions and exceeded goal metrics for six consecutive years.
- Maintained active involvement in diverse recruiting initiatives, including career fairs, school recruitment programs, group career presentations, and employee referrals.

Remote Field Recruiter

06/2011 – 06/2015

Universal Technical Institute | USA

- Reviewed credentials for appropriateness of skills, experience, and knowledge in relation to organizational requirements.
- Managed internal internship programs and built key relationships with local businesses and schools.
- Managed and coordinated all cross-communications.
- Prepared candidates for interviewing by providing detailed information, strategy, background, and technical knowledge.

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CERTIFICATES & TRAINING

10/2023 | Advancing Your Skills as an HR Business Partner
 10/2023 | Generative AI, Recruiting and Talent Acquisition
 10/2023 | The Human Resources Hero
 10/2022 | Strategic Human Resources
 10/2022 | Virtual Interviewing for HR
 08/2022 | Interview Master Class
 05/2022 | Creating Psychological Safety for Diverse Teams
 11/2021 | Diversity Recruiting
 11/2021 | Tech Recruiting Foundations
 11/2021 | Risk Management Concepts
 11/2021 | DE&I in a Global Enterprise

TECHNICAL SKILLS

ADP | Salesforce CRM
 BAAN | Hirebridge ATS
 Taleo ATS | Utlipro HRS/ATS
 MS Office 365 | Jira

SOFT SKILLS

Strong Decision Maker
 Tenacious Negotiator
 Empathetic Leader
 Critical Thinking & Problem Solving
 Fact-Based Evaluation & Result Driven
 Communication & Presentation Skills
 Hard-Working, Dedicated & Reliable
 Adaptable & Resourceful
 Professional Work Ethic

HOBBIES & INTERESTS

Travel | Local & Sustainable Food
 Mental Health Awareness | Human Rights
 Animal Rights | Diversity & Inclusion
 Poetry | American Cancer Society

PROFESSIONAL EXPERIENCE

Public Relations & Outreach Representative 05/2008 – 05/2011
 DeVry University | USA

- Primary source for recruitment strategy and development activities.
- Identified potential areas of expansion to meet university demands and support business growth.
- Established high-level relationships with local schools and programs.
- Implemented effective sourcing strategies to attract candidates, increase applicant pipelines, and expand campus brand.
- Mentored and trained incoming representatives on lead generation.

Internet Sales Manager & Interim Finance Manager 04/2007 – 05/2008
 Emich Volkswagen | USA

- Achieved internet sales goals while driving strategic plans, market penetration, and the implementation of best practices.

General Manager 06/2005 – 03/2007
 Sharper Image | USA

- Coordinated daily operations to optimize the customer penetration, operational efficiency, and provide outstanding customer service.

Business Development Manager 08/2002 – 06/2005
 Randstad North America | USA

- Built key customer relationships, identified business opportunities and secured new business deals whilst maintaining extensive knowledge of market conditions.

Senior Account Executive 10/1999 – 07/2002
 Telligent Systems Inc. | USA

- Managed C-level, B2B, telecom sales, including network services, phone and high-speed data service.

Director of Major Events 03/1996 – 08/1999
 98th ASG Marketing Office (US Army Europe) | USA

- Negotiated contracts and established relationships between US Military and German businesses.