**[Search Consultant](https://www.postjobfree.com/resume/ad075k/search-consultant-silver-spring-md)**

**Location:**Silver Spring, MD

**Posted:**November 17, 2023

**Contact Info:**

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Job Description (optional) 



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**Resume:**

Averie N. Montgomery

814-730-7173 montgomeryaverie@gmail.com

EDUCATION

Capella University(Current)

University of Pittsburgh(2019-2022)

Bachelor of Business Management

Expected Graduation: December 2024

CAREER DEVELOPMENT

Health Screener-Warren General Hospital- Warren, PA(2020-2021)

? Administer COVID-19 screening questionnaire to every employee/visitor, ensuring that they meet guidelines

before entering the hospital.

? Verify employee/visitor temperatures using non-contact infrared thermometers

? Ensure all employees/visitors entering the building are screened and are utilizing face masks.

Human Resources Intern(December 2022-April 2023)

? Conducted Global Recruitment

? Handled end-to-end recruitment, onboarding, joining formalities, and final feedback

Search Consultant-GPAC(June 2023-Oct 2023)

? Build and maintain relationships with clients, hiring managers, and job candidates

? Cold call, qualify, screen, and prep candidates and clients for interviews

? Partnered with clients to assist in filling urgent positions

? Recruit new candidates using a variety of sources, including job boards, social media, professional networks, and

internal databases

ACADEMIC EXPERIENCE

Sociology, Psychology, Management, Business Law, Marketing, Accounting

? Studied management theory, planning, organizing, leading, motivating, and controlling, as well as

management ethics, change, and global perspectives

? Studied about organizations needing to be managed in a way that will promote inclusion and tap into

knowledge, skills, abilities, and talent that diversity has the potential to contribute

? Studied the marketing process, opportunities, and strategies as well as marketing's impact on society

? Studied the method of accounting that creates statements, reports, and documents that help management

in making better decisions related to their business performance

? Studied the formation and performance of contracts, the Uniform Commercial Code law of sales and

negotiable instruments as well as the nature of various business forms, such as sole proprietorships,

partnerships and corporations

SKILLS

? Proficient in Excel, Microsoft Word, etc

? Strong attention to detail and excellent organization skills

? Works well with limited supervision

? Strong communication and interpersonal skills

? Ability to interact with individuals at all levels of an organization

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