



Name: David Chalmers

Job Title: Director/Owner

<http://uk.linkedin.com/pub/david-chalmers/14/543/a89>

PROFESSIONAL CAREER SUMMARY

Nov 2007-Present

Inspired CVs

Director/Owner

Aug 2003-Nov 2007

Daniel Owen Associates

Regional Manager

Jun 2001-Aug 2003

Eden Brown Ltd

Principal Consultant

Jan 2000-Jun 2001

Hays Montrose

Recruitment Consultant

Apr 1998-Dec 1999

BT (British Telecom)

Telemarketer

KEY SKILLS

CV Writing

Corporate Profile Design

Cover Letter Writing

Interview Coaching

Application Process Coaching

Business Development

LinkedIn Profile Creation

IT/Software

New Business Start Up

Executive Search & Selection

Headhunting

Contact List Generation

M&E Engineering

Construction

HR Management

Training / Motivation

PERSONAL PROFILE

- An expert recruiter with over 14 years of recruitment and sales expertise
- Able to deliver career coaching and motivational training sessions to large groups of individuals
- Experienced in a variety of employment sectors which enhances the ability to provide expert advice and guidance
- A skilled CV writer who can design and produce high quality CVs from operative to executive board level
- A Director with a broad business knowledge who can understand a company's requirements and tailor an in-depth solution
- Someone with the ability to set up, manage, develop and grow successful businesses within a challenging economic setting
- A trainer who can inspire others to have the enhanced confidence and motivation to move forward

KEY COMPETENCIES

Training & Development: Able to deliver individual & group coaching sessions that motivate and inspire others while providing them with the knowledge and skills they require to be successful.

Communication & Presentation: Possesses an exceptionally high level of verbal and written communication skills with the ability to operate at both board & operative level. Able to influence others while developing & maintaining relationships.

Business Development & Sales: Highly experienced at developing new business streams for both established and newly formed companies. Skilled in the art of sales with over 15 years' experience in this market.

HR Management: Staff management to include; interviewing, selecting and training staff; planning and delegating work; motivating staff; appraising performance; rewarding / disciplining staff and dismissal while also addressing complaints and resolving problems.

Leadership: Visible and accessible, impartial, communicates clear vision and direction to motivate and empower staff ensuring participation and commitment towards goals and objectives.

Relationship Building: Effective in building and maintaining solid relationships with clients, staff, other internal departments and partner agencies to ensure maximum working efficiency.

Analytical Thinking & Problem Solving: A clear thinker creative in conceiving, implementing and monitoring logical action plans and strategies. Able to anticipate problems and amend or adapt response as required.

Reporting & Forecasting: Highly experienced in the production of weekly, monthly, quarterly and yearly reports to board members along with business planning and P&L forecasts.

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