**RICHARD EXON**

 977 Creekside Drive

 Waterloo, Ontario

 519-590-5751, richexon@hotmail.com

 **TEACHING CERTIFICATIONS & SKILLS:**

* TEFL Certification ( Oxford Language Seminars) In Class
* Over 4 years of experience preparing and delivering presentations to business professionals ranging from 19-50 years old
* Bachelor of Arts University Degree ( B.A) and College Human Resources Management Diploma
* Demonstrated communication skills with a proven ability to simplify difficult concepts and legislation
* Patient and friendly with a desire to experience other cultures

**CORPORATE EXPERIENCE:**

**RIM (RESEARCH IN MOTION**) – *Is a global, wireless communications company with over 12,000 employees worldwide*

**RECRUITMENT TEAM LEAD TRAINER** – June 2008- Present

*Responsible for leading, managing, developing and mentoring a recruitment team of 8 within the Information Technology and Blackberry Service areas*

* Prepare and deliver presentations to CIO Recruitment team
* Prepare and conduct bi-weekly recruitment training session on Taleo, staffing updates and communication strategies
* Deliver informative presentations and seminars to university students on careers at RIM. Some presentations were to groups as large as 200 people
* Train and mentor new and existing employees on RIM processes, Taleo as well as interviewing and closing techniques
* Built pipeline jobs on Taleo, monster and workopolis to attract candidates
* Established strong relationships with senior management through the successful collaboration on headcount numbers, secondments, non solicit lists and retention
* Succession planning. Discussed and mapped out potential talent of Recruitment

Coordinators to move into Junior Recruiter roles

* Consult with Recruiters and Human Resources Generalists over headcount plans and numbers
* Conducted and delivered over 6, 360 degree performance evaluations for team
* Plan and lead career fares and events to increase talent pool
* Execute time to fill and aging requisition reports for senior management and consult with recruiters over problem areas
* Resolve hiring manager escalations over recruiters or requisitions

**RICHARD EXON CONT’D**

**RECRUITMENT SPECIALIST**- April 2005- June 2008

*Managed the full cycle recruitment and selection process for RIM’s Hardware Engineering division. This included: Mechanical Engineering, Audio and Display, Hardware Quality as well Hardware Projects.*

* Account management of over 70 different managers and 40 jobs
* Sourced for engineers via specialized engineering societies, blogs and via AIRS
* Conducted International Recruitment searches via Monster, Workopolis, Taleo and other channels to find qualified candidates
* Liaised with immigration lawyers over the recruitment of international candidates
* Successfully recruited for positions ranging from Audio Engineers to Electrical Engineers and Technical Writers
* Consistently consulted with hiring managers and agencies over job descriptions, interviews and candidate suitability
* Participated in numerous career fares and drives within Canada and Germany
* Conducted 20-30 behavioral interviews per week and summarized comments into detailed written reports
* Negotiated job offers ranging from 40K to 150K
* Conducted proactive searches for candidates via Workopolis, Monster, Taleo and Linkedin
* Analyzed and rewrote job descriptions to better sell and represent both the position and RIM itself
* Liaised with recruitment agencies on hard to fill roles

**RECRUITER- LONDON EXECUTIVE CONSULTANTS-** 2004 - 2005 April

*Is a full cycle Recruitment Agency specializing in Food and Automotive Manufacturing*

**SHERIDAN COLLEGE-** Peer Mentor- 2001-2002

**POST SECONDARY EDUCATION & COURSES:**

Sheridan College- Certificate Human Resources Management- 2002

Oxford Learning Seminars- TEFL Certification

Carleton University- Bachelor of Arts History Degree- 1999