

David Shannon

Social Media Recruitment Consultant - Ennis, Ireland

W: <http://www.worky.com/david-shannon>

HR professional with progressive hands on international experience in employee recruitment and retention, leadership and employee development, conflict resolution, HR records management, HR policies and procedures and legal compliance.

Organized and resourceful team player who is effective at building relationships with both management and employees at all levels within an organization in order to support the business strategy and optimize organizational performance.

Highly motivated to learn and progress within the field of Human Resources and accomplish MBA in HRM.

David Shannon's Professional Experience

2011 - Present **Select People Ltd - Social Media Recruitment Consultant**

I am a Career Recruiter who is passionate about social media and technology. My job allows me to enjoy both recruiting and social media as work for a company in Cork, Select People- a recruiting company specialising in senior executive positions in off-shore jurisdictions and also with the Dublin firm, Social Talent.

Social Talent is a talent acquisition consultancy and agency that specialises in building talent communities, training internet recruiters & sourcing recruitment staff for clients globally.

Our core services include:

Creating, building and managing talent communities on social media on behalf of recruitment clients;

Training recruiters on how to leverage the internet and social media channels to source passive candidates

Our expertise is in the use of social media, the internet and technology to recruit talent; elements that are core to our unique range of services.

We enable recruiters to gain a distinct competitive advantage in hiring and retaining talented individuals by leveraging the most innovative technologies, methodologies and sourcing techniques available without the need to devote internal resources, time and capital.

We provide recruiters with a direct source of passive candidate profiles and contact information and we build niche, targeted communities from which they can source for their needs.

Specialties

Social recruiting, boolean search, facebook marketing, social media marketing, talent acquisition, talent community management, internet sourcing, Off shore recruitment, Financial Services, Fund Administration, Fund Accountants, Trust, Corporate Administration, Shareholder Services, Fund Lawyers, Cayman, Bermuda, Dubai, Channel Islands, Canada, Dublin

Key Skills Administration, Financial Services, Innovative, internet, Marketing, recruitment

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Key Skills Administration, Financial Services, Innovative, internet, Marketing, recruitment

2010 - 2011 **Hostopia, A Deluxe Company - Human Resources Generalist**

Acting as the key contact for management within a call centre environment on all employee relations and HR matters.

Assisting in the development and implementation of HR policies and procedures (disciplinary, attendance, vacation, etc).

Advising management and employees on the interpretation of HR policies, compensation and benefit programs, etc.

Leading full cycle recruitment including: developing appropriate recruitment strategies to meet staffing requirements, posting positions internally and externally, resume screening and interviewing, reference checking and issuing employment offers.

Facilitating employee orientation and on-boarding process of all new hires.

Researching and reporting key HR metrics (attrition, retention, exit data, etc).

Assessing and developing the learning and development needs of management and staff.

Administering employee benefit programs (e.g. group life insurance, healthcare and dental benefits, etc).

Ensuring compliance with provincial laws and regulations relating to employment standards, employment equity, human rights, etc.

Supporting the Joint Health and Safety Committee by coordinating and chairing monthly meetings, submitting monthly minutes to WorkSafeNB, etc.

Maintaining and updating personnel files.

Key Skills Acting, call centre, data, Dental, Health and safety, recruitment

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Key Skills Acting, call centre, data, Dental, Health and safety, recruitment

2007 - 2010 **UPS - Human Resources Officer**

Coordinated planning activities regarding hiring needs and recruiting strategies.

Screened resumes, scheduled and conducted interviews with job candidates.

Checked references and issued contracts to potential new hires.

Facilitated induction training to new hires.

Developed and implemented annual Training Plan.

Designed and delivered internal training solutions.

Advised management and employees on HR policies and procedures.

Prepared monthly and quarterly HR reports (e.g., recruitment, employee relations initiatives, performance management, accident and disciplinary figures, etc).

Monitored and managed employee turnover and absenteeism.

Organized and conducted disciplinary meetings and investigated employee grievances in accordance with company policies and employment legislation.

Coordinated annual employee satisfaction survey and all related follow-up activities.

Facilitated monthly employee relations committee meetings.

Conducted exit interviews with all leavers.

Ensured career development and performance management plans were established and adhered to for management and specialist employees.

Coordinated all tasks related to the performance management and management assessment processes.

Key Skills Contracts, recruitment, Reports

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2007 - 2007 **New Brunswick Community College - Instructor**

Prepared teaching materials and outlines for Industrial Relations course
Administered and marked tests and papers to evaluate students' progress
Developed course content
Delivered lectures and presentations

Key Skills Industrial Relations

2007 - 2007 **Miramichi Regional Health Authority - Project Coordinator**

Researched best practices relating to day programs for mental health and addictions patients
Conducted focus groups with community stakeholders
Presented research findings to the health authority and made recommendation regarding best course of action for project design and implementation

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David Shannon's Education and Qualifications

2006 **Bachelor/Degree - Diploma, Human Resources Management**
NBCC Moncton

2006 **Bachelor/Degree - Higher Diploma, Human Resources Management**
NBCC Moncton

2001 **Bachelor/Degree - Bachelor of Arts, Multimedia**
University of New Brunswick

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University of New Brunswick

David Shannon's Additional Information

Links

Linkedin Profile - <http://www.linkedin.com/in/davidrshannon>

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Memberships

Human Resources Association of New Brunswick

