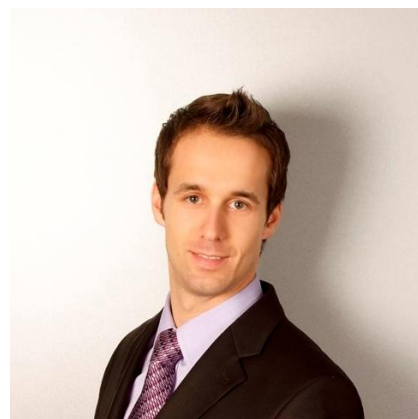


Personal Details

Name	Daniel Jordi
Residence	XY Street, Basel
Mobile	999 999 999
Email:	daniel@jordico.com
Date of Birth	15 th February 1985
Nationality	Swiss
Marital Status	Single



Professional summary

I am an energetic, well organised and goal-oriented Recruitment Consultant with more than 7 years experience in the Swiss market, dealing with local companies as well as major international accounts.

Due to my long term experience in Account Management and Business Development I have the ability to negotiate with Managers as well as technical staff members. Furthermore I have excellent problem solving and communication skills.

A major milestone in my career in the recruitment industry is the build-up of a successful and steady growing market presence for Adecco Information Technology and the set-up and execution of a long term strategy.

Work history

5/2008 – today

Adecco Information Technology (former Ajilon and Computer People)

IT Recruitment Consultant / Business Developer / Branch Manager in Bern and Basel (Mainly permanent recruitment)

Building up the Bern IT branch from scratch

Stabilising and extending market presence in Bern

Managing and extending existing client relationships

Training and managing 1 Resourcer

Resourcing for client requirements and short listing CVs

Interviewing candidates

Arrange interviews, getting feedback from clients and candidates

Negotiating with clients and candidates

Closing deals

Negotiating and setting up supplier contracts with new clients

Candidate Meetings

Client meetings

Day to day business

Regular Sales Training

Sourcing techniques:	Jobboards (Monster, Placement24, Jobserve), Xing, LinkedIn, Google searches, internal database searches, referrals, Twitter
Main positions and technologies:	System Engineers and Admins (Windows, Unix, Linux) / Software Developers (Java, .NET, C++) / Database Engineers and Admins (Oracle, MSSQL) / Business Intelligence / Network Engineers / Security Engineers / Technical Project Managers / Business Analysts / IT Teamleaders
Accomplishments:	Built up a very successful market presence in Bern Implemented new long terms strategy with candidate focus
12/2007 – 3/2008	Travelling trough Australia (Cairns, Sydney, Melbourne, Adelaide, Perth)
9/2007 – 11/2007	Zimmer AG, Winterthur Assistant Financial Analyst (temporary) Mutate and transfer data in SAP, Cognos and TM1 reporting (Excel based) Training in TM1 reporting and Cognos Creating reports in Cognos and TM1
10/2005 – 8/2007	RMIT Professional Resources AG, Zurich
11/2006 – 8/2007	IT Recruitment Manager (Contracting market)
10/2005 – 10/2006	IT Resourcer (Contracting market) Business Development for the IT market in Bern (Postfinance, Swisscom, etc.) Developing new clients in Switzerland (Citigroup, CSC/ZFS, OIZ, Postfinance, etc.) Account Management of existing clients Resourcing for client requirements Short listing CVs Arrange interviews, getting feedback from clients and candidates Negotiating with clients and candidates Closing deals Define candidate qualifications with the Account Manager Resourcing for positions for international clients (Credit Suisse, UBS WMBB, UBS IB, Swisscom, ZFS, Swiss Re, etc.)

Answering of incoming calls
Arrange interviews, getting feedback from clients and candidates
Obtain references from candidates
Contractor Meetings
Client meetings
Day to day business
Regularly Sales training

Sourcing techniques:

Jobboards (Monster, CWJobs, Jobserve), internal database searches, Xing, LinkedIn, Referrals, Google searches

Main positions and technologies:

Software Developers (Java, .NET) / System Engineers (specific technologies depending on the client) / Network Engineers / Security Engineers / Project Managers / Telco specialist (Billing, VoIP, VoD) / Business Analysts / Business Intelligence / Other very specific IT skills

Accomplishments:

Built up a very successful market presence in Bern
Achieved yearly targets over 100%

04/2005 – 07/2005

REMAX®

Real Estate Consultant

Acquiring new clients
Acquiring new mandates
Use of different sales tools
House visitations and price negotiation
Organising meetings

08/2004 – 12/2004

W. Schneeberger AG, Roggwil

Commercial clerk

General administrative day to day work
Timerecording with SAP R/3
Analysing and handling CVs
Design of the internal „Who is Who“
Support of the controlling
Purchasing goods
Price calculations
Design and analysis of statistics
Maintenance of client base
Support for international clients
Organising exhibitions and events

Design of „Marketing News“ in d/e/f

08/2001 – 08/2004

W. Schneeberger AG, Roggwil

Commercial apprenticeship with BMS (Professional Maturity of Commercial Type)

Education

09/2010 – 09/2014	Bachelor of Science in Business Administration, FHNW Basel
05/2005	Seminar for real estate broker
2005	Workshop – Umberto Saxer Sales training
2004	Workshop – Dale Carnegie mental training
2004	Workshop – Dale Carnegie building relationships
08/2001 – 08/2004	Commercial apprenticeship with BMS
08/2000 – 08/2001	10. school year at BFF Bern
1992 – 2000	Primary and secondary school, Roggwil

Stays abroad

01/2005 – 03/2005	International School of Exeter, UK (FCE Diploma)
2003 (2 weeks)	Language course in Paignton, UK
2002 (2 weeks)	Language course in Dijon, France

Experience and hobbies

Languages	German: Mother tongue English: Fluent (Daily use in Business) French: Basic
IT	Very good understanding of any IT roles Very good knowledge in MS Office, IT in general Very good knowledge in Search Engine Optimisation Good knowledge in SAP R/3 Basics in QuarkXPress
Spare time	Sports, reading, Mountains and the sea, going out with friends, travelling
References	on request