

ANDREW J. WHITELEY

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WORK HISTORY

The Assembly NC, Durham, NC

Nov 2023 - Present

Sales Representative

- Responsible for engaging and maintaining relationships with key advertising partners for a North Carolina Longform Magazine
- Created and maintained lists of clients
- Attended and supported events with large donors, advertising partners, and readers of the publication

Beacon Hill Staffing Group, Raleigh, NC

Oct 2022 – Aug 2023

Staffing Consultant

- Recruiter focused on contract, contract-to-hire, and direct-hire roles for pharmaceutical, biotechnology, medical device, CRO, and CDMO companies
- Built a strong network of qualified candidates across Research, Clinical Operations, Regulatory Affairs, Quality Assurance and Compliance, Manufacturing, Drug Safety, and more
- Maintained relationships with pipelined candidates, evaluating skills, negotiating compensations, preparing for interviews, and overseeing the onboarding process
- Consistently hit weekly and monthly goals

Barrington James, Raleigh, NC

Sep 2021- Oct 2022

Recruitment Consultant

- Responsible for running a full recruitment desk specializing in direct placements within the Life Sciences Industry
- Established strategic partnerships with relevant client accounts (including Pharmaceutical, Biotechnology, Biopharmaceutical, Medical Device, CRO, CMO/CDMO, and Management Consulting companies)
- Introduced jobs to candidates and relevant candidate profiles to clients through phone/email
- Trained Associate Recruiters on job postings, candidate qualifications, and client relationships
- Developed new business and managed client relationships
- Consistently hit monthly sales goals and remained over 100% to budget

Self-Employed, Raleigh, NC

Aug 2020 - Jun 2021

Tutor/Nanny

- Assisted and guided online school
- Taught and reviewed topics ranging from math to spelling

I.K. Hoffmann USA, Greenville, SC

Jun 2019 - Jul 2019

Recruiting Intern

- Filled over 75 open roles in a month-long internship
- Scanned resumes and interviewed potential employees
- Learned ZipRecruiter, Glassdoor, and other Recruiting Software

EDUCATION

Clemson University, Clemson SC

Aug 2015 - Dec 2023

Bachelor of Arts, German and International Business with a concentration in International Economics.

SKILLS

- CRMs (Vincere and ERecruit)
- German Language - Conversational Fluency
- LinkedIn Recruiter, Indeed, CareerBuilder, Zip