**Matthew Simson - Resume**

**Mobile:** 0044 7500 867 784

**E-mail:** matthewsimson@yahoo.co.uk

**Available:** Immediate

**Location:** Reading – Happy to travel & relocate

**Nationality:** British

**Security:** Previously UK Government Baseline Security Cleared

**Profile**

* Service Delivery, Client/Customer Centric, Account Management, IT Recruitment, New Business Development
* Consultative Style & Strong Service Ethic
* Natural Leader, Team Player, Driven Professional
* Proactive, Persuasive, Creative, Committed, Calm

Education & Training

**St Giles College, London (2009)**

* **CELTA –** Cambridge (120 hours)

**Tertiary:**

**City University, London (2000–2001)**

* **MA** in Publishing Studies (Business & Acquisitions, Marketing & Publishing law)

**Manchester Metropolitan University (1997-2000)**

* **BA** in English Literature and American Studies (Joint Honours)

**Secondary:**

**The Cavendish School (1990-1997)**

* 3 A Levels & 11 GCSEs (Grades A to C)

**Training**:

* **Alexander Mann Solutions, UK (2008):** Master Class, Effective Web 2.0 Search Tools, Organisation and Time Management
* **RogenSi – Brisbane, Australia (2006 & 2007): High level training in presentation, negotiation, selling, client relationship and new business development**
* **Candle Academy – Sydney, Australia (2006):** 1 week intensive recruitment training
* **Toastmasters – Auckland, NZ (2006):** Training in effective public speaking
* **Metamorphose International – UK (2001):** 2 week intensive Graduate Sales Training

**Technical:**

* Proficient with Microsoft packages including, Word, Excel, Outlook, PowerPoint
* Various CRM, Intranet and EDMS packages

**Languages:** English (Fluent), Foundation Korean (Spoken and Written), Basic French and German

**Career History**

**May 08 – April 09:** **Alexander Mann Solutions, Bracknell & London, UK**

Alexander Mann Solutions is the recognised leader in international recruitment process outsourcing. AMS transitions, transforms and delivers world-class processes across all stages of the resourcing and recruitment lifecycle.

**Verticals:** IT & T

**Position:** Delivery Consultant – Reporting to Client Services Manager

**Example Success:** KPI’s & SLA’s achieved consistently

**Skills & Duties:**

* End to end delivery life cycle from requirement gathering, resource identification to final solution delivery
* Continuously delivering against highly structured SLA’s and short time scales
* Requirements gathering, resource management, understanding client project background (technologies, phases, risks, time scales, communicating issues and delays in timely manner)
* Managing client relationships
* Managing 3rd party suppliers
* Coordination of resources
* High productivity in adherence to defined SLA’s
* Niche Market Analysis – Web 2.0 Search Tools
* Proactively developing & managing talent pools
* Reporting – internal & client
* Recruitment and immigration law

**Client:** Atos Origin – IT consulting, Systems Integration and Managed Operations

**Other:**

* Vodafone, Siemens, CSC, Sainsbury’s, Britvic

**Industry Knowledge:**

* Continuous research into IT industry across full spectrum of technologies.
* Knowledge of specific technology areas, their functionality and purpose, is integral to understanding the unique requirements of each project.
* Continuous research and study of recruitment market and practices.
* Recruitment (technical and strategic business): Developers, Engineers, Architects, Project/Programme Managers

**May 06 – March 08:** **Candle ICT (Clarius Group Ltd), Auckland, NZ**

Candle NZ Ltd is the No 1 IT recruitment agency across Australasia, specialising in the ICT technical and sales & marketing industry. With more than 20 years experience in Australia and NZ and a strong brand presence, they are considered leaders in the ICT field. Clarius Group includes; One Umbrella, Alliance and Lloyd Morgan. FEMA and SEEK Recruitment Company of the Year 2006 & 2007.

**Verticals:** All

**Position:** Consultant – Reporting to GM New Zealand

**Example Success:** 125% of target at time of departure

**Skills & Duties:**

* New business development initiated by market research, cold calling, relationship building and account management (All verticals including IT, Banking, Telco, Media and Public Sectors)
* Permanent and contract recruitment
* Analysing client position requirements and advising upon appropriate solutions
* Negotiating terms of business with client
* Negotiating terms of employment between client and candidate
* Client presentations, full candidate screening (behavioural based interviewing)
* Consult to clients on current relevant industry trends
* Identify and follow up on new prospects and opportunities with existing clients
* Co-ordination of resource staff
* Resourcing quality IT personnel to match client requirements
* Alternative talent search avenues – User Groups & Networking, Blog Sites, Google, Linkedin, University partnerships etc
* Critical time/communication management between client and candidate
* Advising clients on interviewing methods
* Press and Internet advertising / Copy writing

**Industry Knowledge:**

* Continuous research into IT industry across full spectrum of technologies. Knowledge of specific technology areas, their functionality and purpose, is integral to understanding the unique requirements of each client and matching a candidate skill set.
* Continuous research on sales techniques and principles.
* Continuous research and study of recruitment market and practices.
* Recruitment at all levels: Web Marketing, Developers, Engineers, Architects, Business Analysts through to General and IT Management.

**Other:** Social Chair Person – organisation of Auckland corporate events

**April 05 – April 06:** **World Travel**

Travelling overland, my journey took me from Beijing, through China, Tibet, Vietnam, Cambodia and Thailand, Australia and New Zealand. After basing myself in Auckland, I spent time travelling NZ, Australia and South Korea. **Highlights:** 4x4 trekking the Himalayas to Everest Base Camp, exploring the temples of Angkor and kayaking the Able Tasman National Park, NZ.

**Jan 02 – March 05:** **ITM Group Ltd, Amersham, UK**

ITM Group is a leading provider of Communication and Information Management Solutions.

**Verticals:** All

**Position:** Business Development Executive – Reporting to Operations Director

**Example Success:** Built £2.5m pipeline through lead generation (extrapolated revenue for MessageLabs partnerCampaign) – regular over achievement of targets

**Skills & Duties:**

* New Business Development initiated by market research, cold calling, relationship building and Account Management
* Identification and management of new business opportunities
* Create tailored solutions to meet client requirements and expectations
* Building market awareness and understanding trends, new technologies and products
* Key partner manager between ITM Group and MessageLabs UK
* Building partner relations
* Building successful relationships at all management level and liaising with clients and partners on a personal and technical level
* Creating and managing lead generation campaigns
* Networking & attending exhibitions
* Meeting/presenting to clients and prospects
* Negotiating licensing agreements, managing partner discounts etc
* On-going account management

**Industry Knowledge & Relationships:**

* Email Security: MessageLabs Managed AV, Anti-Spam, Content Filtering, Image/Content Control
* Web Services & eBusiness Applications: CMS (Bespoke), EDMS (iManage), Workflow, Portal technologies (Novel), CRM
* Network Support: Managing on-site engineers, managed network services, hosting etc
* Hardware: Servers, Switches, Cabling
* Key partners: MessageLabs, Novell, HP, Microsoft and Cisco

**Other:** Social Chair Person – organisation of corporate events

**April 01 – Oct 01:** **BBC Worldwide, London, UK**

**Position:** Contract – Reporting to Head of Marketing. Work carried out across the departments of Radio Times, Spoken Word and BBC Magazines.

**Duties:** Copy writing for Radio Times Marketing, Updating BBC Worldwide internal catalogue system, attending and note taking at Radio Times editorial meetings and working in the BBC Magazine Press Office.

### Personal

I am passionate about travel and exploration of different cultures, rugby, soccer, hiking, snowboarding, cooking, wine tasting and entertaining friends & family. I keep fit with regular running, swimming, cycling, and gym visits. I ran the London Marathon for both personal and charitable reasons, raised over £1000 for Great Ormond Street Children’s Hospital.

**Referees** Available upon request