



## PROFILE

As a dedicated and accomplished individual, Senior Recruiter for the Canadian Forces, and a recent Bachelor of Business Administration graduate with a strong Human Resources Management focus, I am seeking to utilise and cultivate my knowledge and experience through a rewarding and challenging career in Human Resources Management.

## CAREER HISTORY

### Senior Recruiter/File Manager

Royal Canadian Navy

April 2008 – Present

Vancouver, BC

- Formulates and implements strategic recruiting initiatives and budgets that consistently meet annual enrolment targets by maximizing exposure through recruiting events, open houses, lectures, information sessions and community outreach events.
- Interviews candidates to determine suitability and provide career guidance, in addition to ongoing relationship management with applicants to successfully manage their career expectations, resulting in a reduction in applicant voluntary withdraws during, often lengthy, application processing.
- Reduced average applicant processing time by 50% by persistently seeking opportunities to undertake additional responsibilities and learn new file management processes and procedures.
- Maintain and analyse candidate files utilising databases including PeopleSoft and Oracle, to ensure application files are updated and progressing on schedule, and communicate with headquarters to strategically manage enrolment and training requirements.
- Conduct reference checks and initiated background investigations on applicants to ensure their employment suitability and reliability.
- Cultivate collaborative working relationships with recruiters and file managers across Canada to share resources and ensure mutual success in recruiting initiatives.
- Supervise, mentor, and instruct junior recruiters and file managers in developing their skills through continuous learning.

### Concurrent Responsibilities:

#### Naval Liaison Officer

October 2011 – Present

Royal Canadian Navy

- Organize logistical support for all naval ships visiting Vancouver.
- Liaise between a variety of civilian and government agencies.
- Greet vessels on arrival, providing security and port briefings to vessel Command teams and their representatives.
- Interact with the general public, answering public queries and disseminating information on behalf of visiting vessels.

#### Recruit Instructor

April– August 2009/2010

Canadian Forces Leadership and Recruit School

- Instructed Basic Military Qualification and Basic Military Officer Qualification courses.
- Responsible for developing and supervising future Military Officers and Members through On-boarding and Orientation training.
- Led through emphasis on mentorship and team building. Promoted effective teamwork, esprit de corps and maintaining high student morale.

#### Acting Training Officer

January 2010 - May 2010

Royal Canadian Navy

- Implemented and supervised training programs for various departments and units.
- Planned and executed a successful unit training exercise in Victoria involving multiple concurrent training activities for over 100 people.
- Solicited and encouraged participation in training opportunities.
- Supervised Departmental Training Coordinators.

#### Assistant Facilities Manager

March 2010 – Present

Royal Canadian Navy

- Maintain facilities, physical security and safety.
- Coordinate and supervise outside contractors.
- Member of the Safety and Environmental Management Committee.
- Supervise workplace safety and incident reporting.
- Responsible for WHMIS compliance and training.
- Interpreted WorkSafeBC and federal OHS legislation, and implemented policies and procedures accordingly.



# Matthew R. Williams

604.626.7318

www.mrwilliams.ca

iam@mrwilliams.ca

## Divisional Supervisor/Boatswain

September 2003– Present

Royal Canadian Naval Reserve

- Supervises and mentors Junior Boatswains, Recruits, and Recruiters through preparing training schedules, performance reviews, appraisals and progress interviews, discipline, and logistics while maintaining an environment of respect, cooperation, support, and open communication.
- Consistently seeks opportunities for continuous learning and self-improvement through Professional Development instruction opportunities and workshops..
- Promptly and tactfully deals with interpersonal conflict and disagreements as Harassment Advisor and Unit Workplace Relations Advisor

## EDUCATION & TRAINING

### Bachelor of Business Administration in Human Resources

2012

Kwantlen Polytechnic University

### Associate of Arts Degree in Psychology

2007

Kwantlen Polytechnic University

### Primary Leadership Course

2007

Canadian Forces Leadership and Recruit School

### Harassment Advisor Training

2013

Canadian Forces Good Working Relations Centre

### High School Diploma

1999

Johnston Heights Secondary School

## HONOURS & AWARDS

### Queen Elizabeth II Diamond Jubilee Medal:

2012

Awarded for significant contribution to Canada through outstanding dedication as a representative of the Royal Canadian Navy within the Vancouver Community.

### HMCS Discovery Training Department Award:

2011

Awarded for outstanding achievement and contribution to the Training Department.

### HMCS Discovery Fred Roots Award:

2007

The highest unit award; awarded by the Commanding Officer for outstanding contribution to the Unit.

### HMCS Discovery Naval Veterans Award:

2006

Awarded annually for outstanding participation in, and support of social groups and activities.

## VOLUNTEER EXPERIENCE

### President of the Mess Committee:

2007 – 2010

HMCS Discovery Junior Rank's Mess

Vancouver, BC

### Variety the Children's Charity:

2013

Variety Show of Hearts Telethon Telephone Panellist

Vancouver, BC

References available upon request.