

# Danielle Mixer

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## Overview

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- Professional profile: [www.linkedin.com/pub/danielle-mixer/b/119/a77](http://www.linkedin.com/pub/danielle-mixer/b/119/a77)
- An experienced Administrator (10+ years) and full-cycle Recruiter (5+ years) from a Corporate Financial background, with history of delivering exceptional customer service.

## Strengths

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- Demonstrated Administration skills and Customer Service delivery over the past 10+ years.
- Very organized & able to handle multiple tasks
- Self-motivated & works well in a team environment
- Strong time and diary management skills
- Ability to successfully work to rigid & flexible deadlines
- Passionate about customer service
- Excellent verbal & written communication skills

## Objective

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- After relocating from the UK to Jacksonville FL last year, and with all USCIS paperwork successfully concluded, I am seeking a permanent role within an organisation to which I can actively add value.
- I am looking to bring my skillset to a role that will make the most of my career experience and strengths.
- In a professional capacity I have repeatedly proved my ability to meet and exceed targets, working to both fluid and rigid timescales and am no stranger to hard work and challenge.
- I possess good Boolean logic, have a warm, professional manner, am a capable communicator as well as being a team player, happily self-motivated and usually have a smile on my face. I have excellent written & oral communication skills & have been the primary point of contact for most of the companies I've worked for.
- I am proficient with most MS packages, having used Word, Excel and Outlook daily for the past few years, am comfortable with PowerPoint, am Internet savvy (due to lots of desktop research and Boolean string searches), have managed company Twitter accounts and LinkedIn profiles, as well as my own professional and personal social media presence and the odd foray into personal blogging.
- I have worked as an Office Manager, as well as gained experience in aspects of a Personal Assistant role including travel arrangements, organizing meetings, catering arrangements, handling incoming post, receiving and submitting invoices, chasing payments, negotiating rates with suppliers and so on.

## Employment History

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Feb 12 - now	<b>Auditmacs Plc - Telecommunication Expense Management Consultancy</b>	Jacksonville, USA Deployment Assistant - contract
Oct 10 - Aug 11	<b>Synapps Ltd - IT-specific Recruitment Consultancy</b>	Milton Keynes, UK Search Consultant & Recruiter - FT

- Identified, approached & recruited suitable Candidates via telephone & email for contract & permanent vacancies on behalf of Clients. Carried out extensive desktop research and Boolean-string searches.
- Managed the advertising of vacancies using both free & paid-for websites, & carried out email & social media marketing & advertising, & generated business leads for the company.
- Acted as a highly capable Administrator, updated company database & entered all new information accurately, managed Outlook inbox & diary, handled incoming & outgoing calls, responded to telephone, email & written queries.
- Permanent and contract roles I handled included: Head of PMO, Ops Director, Senior Solution Architect, Enterprise Architect, Microsoft Architect, SAP Solution Architect, SharePoint Architect, Storage Architect, VDI Architect, Virtualisation Architect, Oracle Consultant, Oracle Apps DBA, Penetration Testers, Web Developers, PHP Developer, SAP

CRM Consultant, Service Catalogue Consultant, OBIEE Consultant, Security Consultant, Business Analyst, Senior App Support Analyst, Network Engineer, SOC Engineer, Installation Engineer, Java Developer, Access Developer, Unix/Linux/Citrix Administrator, Social Media Manager, Infrastructure Support Manager and Global Project/Programme Manager.

- April 09 - Oct 10 **Influence Executive - Insurance-specific Search Consultancy** Towcester, UK  
Search Consultant,  
Headhunter &  
Recruiter - FT
- Role virtually identical to Synapps Ltd.
  - Role included identifying, approaching and qualifying candidates for permanent positions and, as with Talent Works International, was a combination of Researcher, Recruiter and Headhunter. I worked on roles for Commercial, Professional Indemnity, Personal, Healthcare and High Net Worth insurance lines.
- Mar 09 - April 09 **Stowe School - private British boarding school** Buckinghamshire, UK  
HR Assistant - contract role
- Feb 08 - Feb 09 **Talent Works UK Ltd - Global talent acquisition & recruitment research business** Northampton, UK  
Lead Researcher &  
Headhunter - FT
- Role virtually identical to Synapps Ltd & Influence Executive.
  - Role included working to both short and long deadlines, identifying, approaching and qualifying candidates for roles within a variety of industries, including Aerospace, Automotive, Computing, Construction, Financial Services, FMCG, IT, Manufacturing, Oil & Gas, Supply Chain/Logistics and Telecoms amongst others, and the role itself was a combination of Researcher, Recruiter and Headhunter.
- Oct 07 - Feb 08 **EC Harris LLP - Global Built Asset Consultancy** Milton Keynes, UK  
Receptionist & Facilities Management Assistant - contract
- Making travel arrangements, facilities management, arranging meetings, arranging catering, covering reception, greeting visitors, carrying out switchboard duties, taking telephone messages for colleagues, carrying out general admin duties, managing online meeting room booking system, managing stationary and catering supplies, handling incoming post, receiving and submitting invoices for payment and telephone liaison with suppliers, clients and staff
- Nov 06 - Oct 07 **Morgan Bentley Ltd - Rec2Rec Recruitment Company** London, UK  
Office Manager /  
Senior Sales Support  
Administrator - FT
- Maintained Sales Team diary; compiled daily & weekly documents for communication to Directors; managed company holiday, sickness & absence Excel documents; managed both company & my own Outlook inbox; processed all incoming post.
  - Issued invoices, chased outstanding payments, maintained sales & invoice records, managed payment of invoice funds into company account; maintained & ordered stationary.
  - Received & made phone calls; greeted Clients & Candidates; booked meeting rooms, arranged refreshments, carried out job interviews, carried out psychometric tests & compiled results, wrote recruitment adverts, advertised on internet sites, managed advertising contracts.
- July 02 - Nov 06 **Barclays Group Plc - Multinational banking & financial services company** Aylesbury, Thame &  
London, UK  
Various - FT
- Corporate Service Executive (Oct 05 – Nov 06): managing my own portfolio of Blue-chip clients
  - Safe Key Holder/Customer Adviser (July 02 – Oct 05): banking, cashier, safe balancing, customer-facing sales, new business generation, customer service, financial & administrative responsibilities
- May 01 - July 02 **Vitalograph Ltd - HQ of Vitalograph Inc. Kansas City, MO.** Maids Moreton, UK  
Sales Administrator -  
FT
- Working on the Customer Sales & Support Helpdesk, taking and processing customer orders received via telephone, email and letter, ensuring all pricing and product information correct before processing. Looking for sales opportunities to promote products or 'deal of the week'.
  - Maintaining and updating confidential company database. Recording all conversations and correspondence with customers, filing paperwork, maintaining company paper filing system.
  - Dealing with queries and complaints as efficiently as possible, working to company

timescales.

- Working closely with colleagues to ensure team achieving results, striving to achieve both personal and team sales targets.

## Education

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Aug 00 - May 01	<b>Haydon Training College - workplace based</b>	UK
	NVQ Level II Business Administration (Pass) & Microsoft Access Beginners Course	
Sept 99 - June 00	<b>Aylesbury College</b>	UK
	NVQ Level II Business Administration, Text Processing (Pass/Distinction), Word Processing (Pass) & Data Text Processing (Able)	
Sept 94 - June 99	<b>Royal Latin Grammar School</b>	UK
	GCSE's: 1x Grade A* (English literature), 4x Grade A (including English language), 4x Grade B (including Information Studies & Business Studies) & 3x Grade C (including Math's)	
Sept 94 - date	<b>Computer Experience</b>	UK & USA
	MS Office: Outlook, Word, Excel & PowerPoint. Proficient with the Internet & fluent with Social Media in both a professional & personal capacity (LinkedIn, Twitter...etc) & have carried out extensive Boolean String searches.	