

Hannah Brooks

Graduate Recruitment Consultant

Nottingham, United Kingdom · hannah.brooks@gmail.com · +44 7498 312 675 ·

linkedin.com/in/hannahbrooks-recruit



Psychology graduate from the University of Nottingham with a strong interest in people, behaviour, and organisational culture. Completed a recruitment agency internship where I sourced candidates for **15 live vacancies** and made **2 successful placements** within 8 weeks. Organised the university's largest careers fair, attracting **42 employers** and **1,100 students**. Naturally curious about what motivates people and confident in building relationships across all levels.

EXPERIENCE

Recruitment Intern, Hays Recruitment, Nottingham

Jun 2025 – Jul 2025

Completed an 8-week summer internship in the technology recruitment division.

- Sourced and screened candidates for **15 active vacancies** across software development, IT support, and project management roles
- Made **250+ outreach calls** and **180 LinkedIn messages**, resulting in **34 candidate submissions** to clients
- Successfully placed **2 candidates** in permanent roles, generating **£8,400** in placement fees for the team
- Maintained and updated the CRM (Bullhorn) with detailed notes on **90+ candidate interactions**

Student Receptionist (Part-Time), University of Nottingham - Portland Building, Nottingham

Oct 2024 – May 2025

Provided front-desk support at the main student services building, handling enquiries and appointments.

- Greeted and directed an average of **60 students and visitors per shift** across **3 shifts per week**
- Managed phone and email enquiries, resolving **85%** of queries at first contact without escalation
- Trained **2 new receptionists** on booking systems and university directory procedures

EDUCATION

BSc (Hons) Psychology in Psychology, University of Nottingham, Nottingham

Sep 2022 – Jul 2025

Graduated with Upper Second Class Honours (**2:1, 65% average**). Dissertation on unconscious bias in graduate recruitment, using an experimental design with **120 participants**, graded **70%**.

- Relevant modules: Organisational Psychology, Social Psychology, Research Methods, Cognitive Psychology, Individual Differences
- BPS (British Psychological Society) accredited degree, eligible for Graduate Basis for Chartered Membership (GBC)
- Achieved **1st class marks** in Organisational Psychology (**78%**) and Research Methods (**74%**)

SKILLS

Candidate Sourcing, LinkedIn Recruiter, CRM Systems (Bullhorn), Telephone Screening, Interview Coordination, Microsoft Office Suite, SPSS (Statistical Analysis), Presentation Skills, Relationship Building, Active Listening, Negotiation, Time Management, Resilience, Written Communication

CERTIFICATIONS

LinkedIn Talent Solutions Certification, LinkedIn Learning

Jun 2025 – Jun 2025

Mental Health First Aid (Youth), MHFA England

Nov 2024 – Nov 2024

LANGUAGES

English - Native, French - GCSE (B2)

PROJECTS

Careers Fair Organiser - University of Nottingham

Oct 2024 – Feb 2025

Led the planning and delivery of the university's annual Spring Careers Fair as part of the Careers and Employability team.

- Coordinated logistics for **42 employers** including Deloitte, Unilever, Rolls-Royce, and the Civil Service
- Fair was attended by **1,100 students**, a **22% increase** on the previous year's attendance
- Managed a budget of **£3,800** covering venue setup, promotional materials, and catering
- Created a pre-event marketing campaign across email and social media reaching **9,000 students**

Peer Mentoring Scheme Coordinator

Sep 2024 – Jun 2025

Ran the School of Psychology's peer mentoring scheme, matching second and third-year students with freshers.

- Recruited and trained **18 student mentors** who supported **72 first-year students** throughout the academic year
- Organised **6 group mentoring events** including study skills workshops and social meetups
- Collected feedback showing **89% of mentees** rated the scheme as "helpful" or "very helpful" for settling into university

REFERENCES

Tom Fielding, Senior Recruitment Consultant, Hays Recruitment, tom.fielding@hays.com, +44 7700 900 431

EXTRA CURRICULAR ACTIVITY

Welfare Officer - Nottingham University Psychology Society

Sep 2024 – Jun 2025

Served as the welfare officer responsible for student wellbeing within the society.

- Organised **4 wellbeing events** including a mindfulness workshop and exam stress support session, attended by **150 students** in total
- Set up a peer support group that ran **fortnightly drop-in sessions** with an average of **12 attendees**

Volunteer - Nottingham Nightline (Listening Service)

Oct 2023 – Jun 2025

Trained volunteer for the university's confidential student listening and information service.

- Completed **50 hours** of active listening training before starting on the lines
- Worked **4-hour overnight shifts** twice a month for **2 years**, providing non-judgmental support to students in distress
- Handled an average of **6 calls per shift** covering topics from academic stress to loneliness and mental health