

# Charles E. Kelly Bio

*A human resource consultant with diversified experience and Outplacement/Relocation counselling, Executive Search and Professional Recruiting.*

## Professional Experience

### Outplacement Counselling

- **Counselled with individuals to rebuild morale, manage stress, and cope with the financial effects of termination, thus instilling a positive attitude toward job hunting.**
- **Directed clients in assessing skills and refocussing career and personal goals, developing effective resume, organizing and conducting successful job search campaign as well as preparing for interviews**
- **Coached executives in planning individual and mass terminations as well as conducting termination meetings.**
- **Conducted seminars on Job Search Skills**
- **Developed and presented seminars on Retirement Planning.**

### Executive Search

- **Met with clients to establish an understanding of company objectives and specifications for the position.**
- **Identified primary and secondary sources in the client's industry.**
- **Recruited and screened candidates**
- **Arranged meetings of client and candidates.**
- **Consulted with client on the selection of the most suitable candidate and negotiated offers on their behalf.**

### Professional Recruiting

- **Provided recruiting services for all sectors of industry specializing in Engineering, Manufacturing, Sales and Marketing and Finance.**

### Personal Life

- **Married**
- **Have 4 children and 6 Grandchildren**