

Charles E. Kelly Bio

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

Professional Experience

Outplacement Counselling

- Counselling 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