

Sia Foryoh
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Experienced Recruitment and Sales Specialist with a track record of over 6 years in talent pool management. Seeking full-time or part-time employment opportunities. Proficient in customer service and adept at conflict resolution with a focus on facilitating solutions. Strong communication skills and ability to multitask in high-pressure environments while meeting tight deadlines.

Skills:

- MS Office: Excel, Word
- Spreadsheet Data Analysis
- Lark
- Employer Relations
- Wireless sales
- English - Fluent
- French - Conversational
- BullHorn

Work Experience:

Business Development/Account Manager

October 2022 - April 2023

Hunt Personnel Temporarily Yours, Vancouver, BC

- Created and maintained professional, solid working relationships with employers, with the purpose of staffing and building their companies the way they've envisioned
- Utilized the BullHorn software platform for company communication and connecting with clients
- Generated and followed up on 30 business leads a day
- Utilized Google Docs to create a slideshow that enhanced client communication and acquisition
- Utilized Excel, BullHorn, Outlook and Teams to keep track of sales and various documents
- Produced over \$30k of sales per week through our Temporary hiring clientele
- Signed invoices of \$50k Minimum Annual Salary through our Permanent hiring clienteles
- Prepared and submitted weekly, monthly and quarterly sales report to management
- Met with clients and checked in on candidates once placements were made

Recruitment Representative

Apr 2022 - August 2022

AzureHR Services Inc, Vancouver, BC

- Created and maintained professional, solid working relationships with employers, with the purpose of onboarding and recruiting candidates for filling vocational vacancies
- Used Lark for company communication and connecting with clients
- Kept track of sales and various documents through Excel
- Made over 20 personal connections with HR heads at companies to acquire us for their hiring needs
- Generated and followed up on 30 business leads each day
- Trained and prepared new clients via zoom for interviews to increase their chance of getting the job by 80%
- Developed new business cooperation relationships to boost sales
- Prepared and submitted monthly sales reports to management

Actress, Stunts, Voice Over

Jan 2013 - March 2022

The Characters Talent Agency (Voiceovers); Kirk Talent Agency
(Acting) Los Angeles, CA & Vancouver, BC

- Memorized and prepared the character for TV shows, Theater plays and Movies on Disney, Netflix, Paramount, HBO, Amazon Prime
- Created and maintained a voice for cartoon networks
- Performed stunts involving falling, running, tumbling and wirework
- Nomination for work in the Film and TV industry
- Heeded instructions from Directors & executing them in my performance

Server

Jan 2015 - 2017

Moxies, Vancouver, BC

- Increased sales by \$2500 each night by up selling specials and 3 course meals and
- Utilized the POS system to input customer orders
- Handled petty cash of over \$1000 and ensured transactions were balanced
- Facilitated the opening and closing duties of the establishment
- Was attentive to customers needs, quality control and addressing any complaints.

Office Coordinator

Jul 2011 - Jul 2012

The Brick, Fort McMurray, AB

- Operated 20 switchboard lines to connect customers with different in house department heads
- Oversaw the yearly schedule for delivery and pick up of furniture for customers with inhouse operating system
- Handled over 50 daily customer service inquiries by providing answers and reassurance
- Performed 400 credit checks for clients on a monthly bases
- Curated two week schedules for 30 Sales Representatives using the in house calendar system

Communications Consultant

Oct 2008 - Jul 2012

Rogers Wireless, Fort McMurray, AB

- Increased sales by \$100K a month with promotions and upselling
- Performed credit checks to ensure that the customers could afford monthly payments
- Awarded Top Sales Representative in Western Canada
- Utilized the Rogers software program to assist customers with cellular and plan issues
- Submitted devices out to get fixed on the Rogers Warranty program
- 99% customer satisfaction survey response by Troubleshooting customers cellular issues

Education:**Associate of Fine Arts (AFA) in Acting for Film**

2013

New York Film Academy, Los Angeles, CA

Certificate in Acting Essentials

2012

Vancouver Film School, Vancouver, BC

Social Worker Diploma

2009

Grant MacEwan University, Edmonton, AB