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| **Eric Macias** *(middle name optional)*  [eric@maciasconsulting.com.au](mailto:eric@maciasconsulting.com.au) | 0429 310 220 (add country code if desired) | Australian Citizen | Perth, WA   |  |  |  | | --- | --- | --- | |  | **Executive Summary** |  | |  |  |   Recruitment Executive with 15+ years of progressive experience playing corporate fairy godmother. Expertise underpinned by formal classroom training by 3 of the world’s top 10 global recruitment companies and maintaining relationships with 4 industry leading mentors globally. Excels in both new business development and recruitment, with equal passion for permanent and temporary placements. Possess global experience across 4 completely unique geographical areas: Perth (extractive industries), Brisbane (general industrial), Silicon Valley (financial services, hi-tech manufacturing, software), San Diego (defence, manufacturing, biotech). Have achieved #1 performer honours company-wide (Australia), and regional top performer (California), and rookie of the year honours (USA). Hands on, diligent, commercially astute, confident, adaptable, personable, with a genuine interest in helping others achieve their goals. Makes world’s best guacamole (secret family recipe) and is known by his recruitment industry competitors as the ‘guac guy’.  *A great executive summary puts into perspective what you are, your career/experience level, approximately what you are targeting (financial controller, finance manager, senior analyst, etc.). You may mention local, global/international experience or exposure, industry sectors you have experience, size of teams managed (and functions – IT, HR, Finance, Procurement), and a few behavioural traits without being overly fluffy. Ideally. 4-6 sentences, clear, concise, factual and in the same tense. Avoid bolding, italics, fancy stuff, it is not required. It is quite ok to discuss core values or business philosophy.*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | | **Employment History** | | |  | | |  | |  | | | Managing Director | Macias Consulting | | Recruitment | Perth, WA | | May 2019 - Present | | | Director – Western Australia | FourQuarters Recruitment | | Recruitment | Perth, WA | | Feb 2013 – Jan 2019 | | | Associate Director – Executive Finance | Hamilton James & Bruce (ASX: HJB) | | Recruitment | Brisbane, QLD | | Dec 2010 – Jan 2013 | | | Senior Consultant – Accounting (contract) | Robert Half International | | Recruitment | Perth, WA | | Dec 2009 – April 2010 | | | Executive Recruiter (Accounting) | Ajilon Finance Solutions | | Recruitment | San Jose, CA (USA) | | Sep 2008 – Dec 2009 | | | Account Manager (IT & Accounting) | Kforce (NASDAQ Ticker: KFRC) | | Recruitment | La Jolla, CA (USA) | | Mar 2008 – Aug 2008 | | | Executive Recruiter – Accounting | RemX Financial (Select Staffing) | | Recruitment | San Diego, CA (USA) | | Sep 2006 – Feb 2008 | | | Research & Due Diligence Analyst | REZA Investment Group | | Investment Banking | Newport Beach, CA (USA) | | Feb 2006 – Aug 2006 | | | Golf Operations Manager (3 Courses) | American Golf Corporation | | Hospitality / Leisure | San Diego, CA (USA) | | Apr 2004 – Oct 2005 | | | Credit Manager | Wells Fargo Bank | | Retail Banking | Chula Vista, CA (USA) | | Apr 2003 – Apr 2004 | | | Burrito Ambassador | Chipotle Mexican Grill | | Hospitality | San Diego, CA (USA) | | Aug 2002 – Mar 2003 | |   *This is a simple way to quickly provide a whole of career snapshot so an employer/hiring authority can quickly see your entire journey. Whilst this example has 5 sections (Job Title, Company Name, Industry/Sector, Geographic Location, Dates of Employment), you can get away without using industry or location (just depends how important industry/local experience may be). Formal table lines are not essential if your spacing looks nice – newspaper columns (3) are equally clean & effective.*   |  |  |  | | --- | --- | --- | |  | **Career Achievements** |  | |  |  |  * *This section is only for those with 10+ years’ experience and in need of highlighting some older achievements that you don’t want to lose, but are proud of. If you have less than 10 years, your CV will be short enough where they’ll get to the achievements within the detailed experience soon enough.* * **Macias Consulting** – Built recruitment firm from scratch, including achievement all-time personal bests in 2020-2021, with an even better result 2021-2022 in the making! * **FourQuarters** – Opened new branch from scratch, building out 4 divisions (Accounting, Banking, IT, Support), hiring/developing a consistently high performing team, whilst earning individual top billing honours nationally 4 of 6 years with the company; all from a standing start with zero clients, zero candidates, and no brand in local market. * **Hamilton James & Bruce** – earned top performer honours in 1st full year with the group (#1 of 75 consultants covering 5 capital city offices, 7 specialist divisions); promoted from senior consultant to associate director. * **Ajilon Finance Solutions** – rookie of the year (California Region), high intensity training “H.I.T.” top performer. * **REZA Investment Group –** provided analysis and due diligence support for $3bn in retail shopping centre sell side M&A transactions, $550m of deals closed during my tenure in the business. * **American Golf Corporation –** *Promoted from golf operations manager at a short course to interim GM at a country club short course. Promoted again to golf operations manager of a full-scale 18-hole championship golf course including serving as assistant general manager (and acting general manager from time to time).* * **Wells Fargo Bank –** *completed 3 month Wells Fargo University graduate training, set both regional & divisional records in sales, earned presidents circle honours (top 5% nationally), Offered promotion to assistant manager within 12 months – left to pursue golf industry career, taking 50% pay cut to do it.* * *These bullet points are where you put your biggest value add moments – they are measurable, quantifiable, sizzling hot, relevant to the job you are applying ideally, easily understood/layman’s terms, and can be 1-3 sentences each if required and should be read with great enthusiasm and demonstrate you are a star individual worth interviewing.* * *Proven high performer, achieving an overall feedback rating in the top performance bracket (top 10%) within one of the world’s largest reputable, globally integrated professional services organizations.* * *Rapid career advancement in seniority and responsibility, demonstrated through being promoted to regional director within one year of joining the company.* * *Oversaw financial ERP implementation project (SAP) – delivered on time, on budget, reducing headcount by 4 saving $700k annually, whilst reducing monthly reporting from 8 day to 4 day close.* * *Was the lead commercial analyst on 3 successful tenders representing over $1.2Bn in new projects.*  |  |  |  | | --- | --- | --- | |  | **Education & Qualifications** |  | |  |  |   **Bachelor of Business Administration (Marketing Major), San Diego State University May 2002**  Kappa Sigma Fraternity, SDSU Golf Team (scholarship), Order of Omega Honour Society, Student-2-Student Program (President), Mothers Against Drunk Driving (M.A.D.D.) Scholarship Recipient, AT&T Pebble Beach Junior Golf Scholarship  **Member of Chartered Accountants, Chartered Accountants – Australia & New Zealand Jan 2005**  *Passed all exams on 1st Attempt*  ***Qualification Title (Chartered Accountant, CPA, etc), Entity you received the qualification from Month / Year***  *Additional information as desired, is you scored high, earned honours/merit, involvement in organisations, class rank, marks*  *You may also include certifications, ongoing education, specific coursework completed, or even education you are pursuing – just be sure to include expected completion date for the course/qualification (CA, CPA, CFA, MBA, Masters, PhD, etc). Do include the date achieved/awarded. Make sure they are relevant to the job/company you’ll be working in, if not, exclude it.*   |  |  |  | | --- | --- | --- | |  | **Technology** |  | |  |  |   ERP: SAP, JD Edwards (including implementation), Oracle, Pronto (including upgrade), MS Dynamics  MS Office: Excel (modelling, macros, pivots, advanced), Word (proficient), PowerPoint (proficient), Access (intermediate)  Coding/Languages & Other Technologies: Python, R, SQL, VBA, Bloomberg, Project Management Software, *Salesforce*   |  |  |  | | --- | --- | --- | |  | **Interests** |  | |  |  |   Golfing (3.4 Index), Coaching Little League Baseball, Avid AFL, MLB, NFL supporter, Making Guacamole, Travelling Australia, Calligraphy, Starting Home Improvement Projects, Share Trading, Reading Recruitment Books, Self-Improvement  *As this is a CV template, you get to be a bit more personal here. Generally, listing out 3-10 things you are involved in is helpful and shows who you are outside of work. You can also insert humour if that suits you (noting “starting home improvement projects”). Team/Group pursuits look great if you claim to be a team player. If everything is an individual hobby or done alone (reading, cycling, etc) you may come across anti-social to a potential employer. Community involvement, charity, volunteering is nearly essential for not-for-profit positions and increasingly more corporate roles and demonstrate you give back to the greater good.*  *Page break for page 1. Detailed Summary should start at the top of page two. Clean page breaks help your CV to look visually appealing and avoids confusion of experience carrying over between pages. Should you have leftover space beyond education – many add sections like:* ***Technolog****y (ERP Systems like Oracle, JD Edwards, SAP, Pronto, MS Dynamics, Microsoft Office: Excel, PowerPoint, Word, Access, Project; PowerBI, Python, R, Bloomberg, etc) and* ***Interests/Hobbies (****countries travelled, pursuits, passions, sports teams, family, cooking, reading, community involvement, etc).*   |  |  |  | | --- | --- | --- | |  | **Detailed Summary** |  | |  |  |   ***Macias Consulting, Perth WA (Company 1)* Month Year – Present**  Macias is a boutique specialist white collar + executive search recruitment consultancy based in Perth, WA. Founded in 2019, the company has grown rapidly since inception. Clients include start-ups, multinational companies, ASX listed groups from all industry sectors, Private Equity & portfolio companies, not-for-profits, and select government trading enterprises (GTE’s). The company offers both permanent and labour hire services.  *Tip: When describing your company, imagine you selling shares of the company to someone who has no idea who they are. Include current year revenue, staff numbers, what they do, key customers/clients, founding, growing/shrinking/IPO or recent M&A activity – what company was known as previously before takeover, for example.*  **Managing Director / Founder (Your Most Recent/Current Title)**  Located at the head office and reporting to the board of directors, the MD leads a small team of experienced recruiters, the role is responsible for both Client and Candidate generation from a recruitment perspective. The role also has oversight of financials, payroll, CRM, technology, marketing, property, sales, administration, and safeguarding the guacamole recipe.  *Tip: Use this space to describe why your roles exists in the organisation – top responsibilities that make up most of the day-to-day activities, structure of the org chart (who you report to by title and/or size team you manage), what BU, division, region, or HQ you support directly (and size/scale of that division). 2-3 sentences should cover 80% of your duties, the ‘meat and potatoes’ of the position.*     * **Bullet Points/Achievements**: Whilst the above two sections describe the company and your role within it, bullet points demonstrate what you have achieved in your role – be specific, use complete sentences, be clear, concise, punchy, and make sure the bullet point is easily understandable to the reader (limit industry/company slang/jargon, avoid abbreviations). * **For Accountants**: great bullet points include time saved, money saved through cost reduction efforts, streamlining of processes, implementations, automation of routine reports * **For Corporate Finance/Investment Banking**: each bullet point should be a transaction – pick your largest or most relevant for the job you are applying for – i.e. industry of the deal aligns to where you are applying. * **For Senior Management/Executives**: You want to demonstrate a variety of achievements – some where your commercial decision-making added value (performed analysis for a big decision that paid off), how you’ve hired/trained/developed your team (low turnover, promoted numerous team members, served as mentor for a qualification), implemented new systems/processes/improvements, sat on leadership teams/committees and any relevant achievements. * **For Business Development Professionals**: very straight forward here – what were your results, specifically against targets, awards won, new Clients won, promotions, cross selling other divisions/products, * **Generic Advice for anyone using bullet point achievements**: where is the ‘sizzle’ to your steak? What would your boss say you did best that really helped out the company? What was the best feedback you’ve received and what did you get that for? This is the place to put that in.   ***Company Name (2), City State/Country* Month Year – Month Year**  Description Here  *Tip: When describing your company, imagine you selling shares of the company to someone who has no idea who they are. Include current year revenue, staff numbers, what they do, key customers/clients, founding, growing/shrinking/IPO or recent M&A activity – what company was known as previously before takeover, for example.*  **Job Title 2**  Description Here  *Tip: Use this space to describe why your roles exists in the organisation – top responsibilities that make up most of the day-to-day activities, structure of the org chart (who you report to by title and/or size team you manage), what BU, division, region, or HQ you support directly (and size/scale of that division). 2-3 sentences should cover 80% of your duties, the ‘meat and potatoes’ of the position.*     * **Bullet Point 1** * **Bullet Point 2** * **Bullet Point 3** * **Bullet Point 4** * **Bullet Point 5** * **Bullet Point 6**   ***Company 3, City State/Country* Month Year – Month Year**  Same as above  **Job Title 3**  Description Here   * **Bullet Point 1** * **Bullet Point 2** * **Bullet Point 3** * **Bullet Point 4** * **Bullet Point 5** * **Bullet Point 6**   ***Company 4, City, Country* Month Year – Month Year**  Same as above  *Tip: When describing your company, imagine you selling shares of the company to someone who has no idea who they are. Include current year revenue, staff numbers, what they do, key customers/clients, founding, growing/shrinking/IPO or recent M&A activity – what company was known as previously before takeover, for example.*  **Job Title 4**  Description Here  *Tip: Use this space to describe why your roles exists in the organisation – top responsibilities that make up most of the day to day activities, structure of the org chart (who you report to by title and/or size team you manage), what BU, division, region, or HQ you support directly (and size/scale of that division). 2-3 sentences should cover 80% of your duties, the ‘meat and potatoes’ of the position.*     * **Bullet Point 1** * **Bullet Point 2** * **Bullet Point 3** * **Bullet Point 4**   ***Company 5, City, Country* Month Year – Month Year**  Same as above  **Job Title 5**  Description here   * **Bullet Point 1** * **Bullet Point 2** * **Bullet Point 3** * **Bullet Point 4** |
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