



Cheryl O'Garro

Recruitment & Talent Acquisition - Arts and Entertainment | Freelance Career Advisor | Volunteer Career Mentor

London, UK

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Languages

English (Native)

About

Personable and dynamic talent acquisition professional specialising in arts and entertainment with demonstrable experience of recruitment life cycle ownership, stakeholder relationship management, interview design & conducting, and employer brand marketing & candidate experience. University of London graduate, with a Masters in Culture, Policy, and Management.

Freelance Career Advisor and award nominated volunteer career mentor with alma mater City, University of London.

BRANDS WORKED WITH

- Berkeley Scott
- Career Break
- Compass Group
- Crystal Palace Football Club
- Kru Talent International
- Nimax Theatres Ltd
- Southbank Centre
- The National Gallery
- Various Companies

Experience

● Career Advisor

| Nov 2023 - Now

Working with early and mid career professionals in the arts

- Career options brainstorming
- Job opportunity sourcing
- CV & LinkedIn review and editing
- Application and interview preparation
- Professional network introductions
- Pastoral care throughout the process

● Temporary Worker

Various Companies | Apr 2023 - Now

● Recruitment Advisor

The National Gallery | May 2022 - Mar 2023

- Managed hiring manager relationships: conducting vacancy kick-off meetings, advising on advertising strategies, timelines, and best practices, and providing support throughout the process.
- Monitored and edited job descriptions and role criteria to comply with employment and equality law.
- Acted as HR lead for a re-design of applicant marketing materials.
- Designed and supported with interview and shortlisting assessments; sat on multiple panels, providing candidates with effective and timely feedback.
- Conducted salary benchmarking.
- Sourced, assessed, and liaised with job boards, recruitment agencies, and advertising partners.
- Designed candidate experience training presentation
- Delegated tasks to Recruitment Administrator & HR Assistant
- Represented the Gallery at career fairs.



● People Operations Coordinator

Southbank Centre | Oct 2021 - Apr 2022

- Entered new joiners onto HR and payroll system.
- Owned handover administration from recruitment to People Operations
- Supported with payroll processes.
- Completed DBS applications according to guidelines including documentation verification.
- Created and delivered internal job change paperwork.

- Provided employment and life administration references.
- Completed contracts of employment.
- Supported with project administration and delivery.

- **Front of House Performance Staff**

Nimax Theatres Ltd | Nov 2020 - Aug 2021



- **Visitor Experience Host**

Southbank Centre | Nov 2019 - Oct 2020

Permanent contract ended due to COVID

- **Recruitment Coordinator**

Compass Group | Jan 2019 - Jun 2019

Partnered with culinary team in placement of culinary workforce of approx. 450

Liaised with hospitality agencies and culinary schools to backfill roles.

Interviewed candidates across a range of disciplines

Completed Right to Work and referencing



- **Staffing Assistant & Recruitment Resourcer**

Berkeley Scott | Sep 2017 - Oct 2018

Liaised with personnel at client venues including Goldsmiths Hall and Wembley for on-site staffing and check-in.

Increased intake, including telephone, in person interviews, conducted on-boarding sessions.

Took ownership of pre-event staffing levels for Jockey Club London and Wembley.

- **Professional development**

Career Break | Sep 2016 - Aug 2017

Pursuing Master's degree

- **Entertainment Recruitment Coordinator**

Kru Talent International | May 2016 - Sep 2016

- **Matchday Bar Manager**

Crystal Palace Football Club | Mar 2015 - May 2016

Education & Training

2016 - 2017 ● **City, University of London**

Master of Arts (MA),

2009 - 2012 ● **University of Essex**

Bachelor of Arts (BA Hons),