

Cody M Brien
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PROFESSIONAL EXPERIENCE

Agenus Inc.
Lexington, MA
Contract Talent Acquisition Coordinator (Temp)
January 2023 - Present

Schedule interviews:

- Work with TA Team, Managers and other Agenus team members on creating exceptional candidate first impression by scheduling interviews, and managing post-interview feedback
- Work with the Talent Acquisition Team and managers to create an exceptional first impression by hosting candidates while onsite
 - o Greeting candidates at the front door and walking them out after the interview
 - o Coordinating candidate travel, when required
 - o Set up the candidate with ZOOM onsite, when required
- Ensure an impressive candidate experience through thorough communication as well as interviewers' preparedness and effective interview format

Partner with Talent Management Team by providing support in TM initiatives rollout:

- Provide support in running monthly Talent Management reports i.e. recruitment reports, training reports
- Coordinate contracts and invoices with outside staffing agencies
- Manage POs, LRFs covering full Talent Management life cycle
- Scheduling and managing small projects supporting TM initiatives
- Managing (editing, creating and upkeep) social media and internal/external websites to promote TM initiatives
- Other Administrative support as needed (ie expense tracking, meeting scheduling)

Unity Surveillance & Investigations
Londonderry, NH
Operations Assistant
2022 - September 2022

May

Assisting the Operations by team preparing, scheduling, and editing updates and reports for clients. Providing written and verbal updates and communication to investigators, clients, and Attorneys regarding specific assignments. Handling a case pending while operating within a diary system.

YouTube
Manchester, NH
Content Creator
May 2021 - Present

Manage multiple social media platforms
Creation of videos on a variety of different topics and platforms

Advantage Surveillance
Manchester, NH
Special Investigative Unit Operations Manager/Assistant
February 2021 - May 2022

Organized files and maintained the requirements, and relationships with clients by written and verbal communication.

Assigned investigators and assisted with all aspects of case management.

Provided administrative support to other Operation Managers as well as multiple investigators.

Collected past due payments from customers and vendors and provided accurate balances remaining

Organized client file

Reported up-to-date information to the accounts receivable department

Generated invoices to vendors and customers

Age At Home
Concord, NH
Certified Caregiver
May 2018 - February 2021

Worked closely with clients in ensuring daily tasks get completed including grocery shopping, preparing meals, dusting, washing dishes vacuuming, washing floors, laundry, companionship, assistance with standing up and going to the bathroom.

Capital Investigating (Later acquired / now known as Advantage Surveillance.)
Manchester, NH
Surveillance Investigator
May 2020 - September 2020

Certified Private Investigator in the state of New Hampshire

Formulated final reports of all findings

Documented findings based on claimant's day to day activities

Frequent travel to and from claimant's residences and locations visited

Capital Investigating (Later acquired / now known as Advantage Surveillance.)
Manchester, NH
Investigator Internship
January 2020 - May 2020

Shadowed Senior Investigators, complete tasks and projects via spreadsheets, review case information, study surveillance footage, and compare it to the summary updates and final reports.

SNHU Arena Security-SMG
Manchester, NH
Security Guard
February 2017 - March 2020

Worked the front doors conducting metal detector searches to ensure guests arrive safely and accordingly. Patrolled arena during events and responded to any calls that required attention to fulfill the needs of guests, coworkers and performers.

EDUCATION**Rivier University, Nashua, NH***Criminal Justice major - Graduated with a BS / 2016-2021***SKILLS**

Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Google Drive, Management of social media platforms, customer service, writing, time management, insurance claims, investigations, computer proficiency, teamwork, problem solving, flexibility, communication.