

# Sarah Bond

## HR assistant resume

### KNOWLEDGE OF

- HR processes*
- Employee relations*
- Selection & appointment*
- Contract extensions*

### HR administration

### Maternity leave

### Equal opportunities

### Creating legal documentation

### People management

### CAREER OBJECTIVE

An organised, bright and confident college leaver who is able to work closely with various stakeholders to ensure a timely and efficient recruitment process in any HR department. Sarah has superb communication skills and can quickly establish working relationships with a range of stakeholders at all levels. She has good administration and IT skills, and extensive knowledge of database systems. Right now she is looking for an entry level position in a Human Resources department, from which she can launch her career.

### ACADEMIC QUALIFICATIONS

<i>Coventry North College</i>	<b>2011 - 2012</b>
Diploma in Human Resources Administration	Pass
<i>Birmingham South High School</i>	<b>2008 - 2011</b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

### HR SKILLS ACQUIRED WHILST STUDYING

- UK HR Policies and Procedures.
- Providing transactional HR support across all processes.
- Maintaining employee records.
- Setting up disciplinary and grievance meetings.
- Ensuring an applicant's compliance and eligibility to work in the UK.
- All employment documentation.
- Organising and rolling out staff training initiatives.
- Destroying documents which are no longer needed.
- Processing payroll information.
- Working closely with agencies regarding temporary workers.
- Updating HR Advisors with employee relation's issues.
- Probation and performance management.

### KEY ATTRIBUTES

- Comfortable being the first point of contact for all HR related enquiries.
- Able to work in a busy and varied role that requires good attention to detail.
- Accurate, timely, confidential and efficient record-keeping.
- Keeping abreast of changes in HR policies and procedures.

### SELECTED ACHIVEMENTS

#### Personal Development Certificate in Workplace Safety

Set up and run an award winning blog that focuses on employment issues

#### Advanced First Aid Certificate

### HOBBIES & INTERESTS

As a keen volleyball player, Sarah has progressed to the stage where she is now the team captain of a local volleyball club. As a expert on the subject, her views are widely sought by both people new to volleyball and also experienced professionals.

### REFERENCES - Available on request.

### PERSONAL DETAILS

*Sarah Bond  
Dayjob Ltd  
120 Fylde Street  
Birmingham  
B18 6NF  
England, UK  
T: 0044 121 638 0026  
M: 0044 121 638 0026  
E: info@dayjob.com*