

# HUMAN RESOURCES CV



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## Personal Statement

Dedicated HR Coordinator with **6 years of experience** in human resources and talent recruitment. Expertise in employment law and regulatory requirements coupled with extensive experience in administration and high-level business support. Looking to provide efficient services, achieve department objectives, and meet company goals at [Company Name].

## Work Experience

### HR Coordinator

Thurlow Nunn Group, Norwich

January 2020–Present

- Serve as a point of contact for multiple HR and administrative tasks, including staff inductions, training sessions, scheduling interviews, recruiting events, and employee database maintenance
- Deliver 3 monthly presentations to educate employees on company best practices and provide additional advice to new staff members on how to improve their performance and select qualified candidates
- Encourage good employee relations by resolving internal issues promptly, keeping all records confidential, and answering any questions about workflow standards and employee rights
- Decreased departmental spending by £20,000 annually by updating an out-of-date employee handbook with 6 new recruiting policies and adding new standards for employee hiring
- Prepared new training material for incoming employees and collaborated with the HR director to revise goals and objectives ahead of performance reviews

### HR Coordinator

Place UK Ltd, Norwich

August 2017–December 2019

- Participated in the selection process for 90 seasonal and permanent staff by reviewing CVs, shortlisting suitable candidates, performing reference checks, and issuing employment offers and contracts
- Oversaw the completion of payroll-related documentation, including worker's contributions, deductions, and reimbursements
- Decreased employee turnover by 21% by implementing a diversity training programme focused on cross-departmental communication and creating a more comfortable work environment for new staff
- Maintained all digital and electronic employee records and reviewed the HR database regularly for potential errors

### HR Assistant

Atkinson Moss, Norwich

September 2016–July 2017

- Supported recruiting teams with various clerical duties such as creating job descriptions, drafting job advertisements, and reviewing submitted applications before short-listing suitable candidates
- Assisted HR officers with screening 250+ CVs per week, interviewing candidates over the telephone, and updating the company database with employee sickness and absence requests