

Sara Sancho

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Profile

Hard-working and experienced Human Resources Manager with a practical understanding and expertise of the industry capable of performing any HR related tasks at the highest level. The Employee of the Month Award winner with extensive communication skills and ability to work well under pressure.

Work experience

10/2016 – 01/2019 LONDON, UNITED KINGDOM

HR Manager ServerChoice Ltd

- Developed and implemented new people strategy which followed company policies and procedures, met high standards, and supported constant business growth.
- Maintained an open, friendly organisational culture which supported an open communication and creativity.
- Was responsible for recruitment, performed other HR tasks as assigned.
- Awarded **Employee of the Month**.

06/2013 – 10/2016

BIRMINGHAM, UNITED KINGDOM

HR Business Consultant FDM Group

- Worked closely with the Operations Team on the development of new procedures which maximised efficiency and productivity.
- Supported the Sales Team and maintained professional network and relationships.
- Conducted reports and feedback, monitored employee satisfaction, provided support, and using own judgement and knowledge resolved any issues.
- Constantly updated knowledge of employment law.

Education

09/2012 – 05/2013 LONDON, UNITED KINGDOM

MSc Human Resources and Organisations London School of Economics and Political Science

First Class Honours

09/2008 – 05/2012 AARHUS, DENMARK

Economics and Business Administration Aarhus University

Top 10% of the Programme

09/2004 – 05/2008 ALICANTE, SPAIN

High School Diploma Colegio Internacional Lope de Vega

Skills

~ LANGUAGES SKILLS

Spanish	Native
English	Full
German	Professional

~ COMPUTER SKILLS

Microsoft Office	
QuickBooks, Xero	
BambooHR, Workable	

~ INTERPERSONAL/LIFE SKILLS

Communication/Leadership Skills	
Multi-tasking	
Ability to Work under Pressure	
Detail-oriented	