

HUMAN RESOURCES CV

- 07123 456 789
- your-email@gmail.com
- 12 Silver Street, Norwich, NR3 4TT
- Linkedin.com/in/your-name

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- Decreased departmental spending by £20,000 annually by updating an out-of-date employee handbook with 6 new recruiting policies and adding new standards for employee hiring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