



# Ken Jones

HR MANAGER

## Profile

Dynamic HR manager with extensive experience in personnel management and employee advocacy. Adept in working with senior leadership to design and implement HR strategies.

## Employment History

### HR Manager, Torrence Inc., York

APRIL 2018 – PRESENT

- Lead all HR functions of the business and oversee all programs related to employee well-being.
- Increase employee satisfaction ratings by 40% in the first year alone.
- Partner with business leaders to facilitate employee-centred agendas and support a thriving organisation.
- Effectively manage change and nurture relationships within the organisation.
- Establish HR processes that fully align with company strategies.
- Respond to employees in a timely and appropriate manner.
- Manage complex employee relations cases, including dispute resolutions, grievances, and absences.
- Design and implement programs that support employee well-being, inclusion & diversity, performance management, and positive company culture.

### HR Assistant, Devaroe, London

JUNE 2015 – MARCH 2018

- Provided optimal administration support and assisted with various HR tasks such as recruitment, on-boarding, and holiday scheduling.
- Helped to manage the updating and digitisation of personnel files and staff performance reviews.
- Assisted with the new training and development program.
- Oversaw time sheet administration for payroll processes.
- Performed general administration for all filing needs.
- Updated job boards weekly.

## Education

### Bachelor of Science in Human Resources, Middlesex University London

SEPTEMBER 2010 – MAY 2014

## Internships

### Human Resources Intern, Beach House London

JUNE 2014 – DECEMBER 2014

## Details

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YO1 0LZ, York  
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## Skills

Human Resources Management  
Human Resources Information Software  
Employee Recruitment & Retention  
Performance Management  
Complex Problem Solving  
Leadership  
Conflict Resolution

## Languages

English  
Spanish; Castilian