

Alan Bloggs BE

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Personal Profile

Extensively experienced human resource manager with expertise in industrial relations as well as overall management skills including staff management & project leadership.

Qualifications & Training

Dates	Ordinary Degree in Human Resource Management in CIT. Result Obtained 2:1 Chartered Member of CIPD
Dates	Regional College Diploma in Business Studies – HR
Dates	Secondary School, Dublin

Work Experience

Company X (if the company is not local to your market please include a short description including headcount)

Dates: **Job Title: Human Resources Manager**

Responsibilities:

- Responsible for the HR function within Company X
- Member of the management team in Company X
- Manage recruitment and selection of all new Company X employees and contract staff.
- Provide consultation to management on employee relations issues, and manage all disciplinary issues within the company. Manage all redundancy situations including calculations, financial guidance and communications to affected employees.
- Management of Health and Safety for the entire site including risk assessments, audits and revisions of policy and procedures. Engage with consultants on an ad hoc basis.
- Work closely with management and employees on all grievance issues within the company.
- Work closely with senior management to identify, develop and implement training and development programs in line with the business objectives.
- Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs and headcount.
- Management of the full recruitment process including sourcing strategy; interviewing; reference checking; making offers to candidates; driving and delivering induction training.
- Responsible for the development and delivery of the employee induction program.
- Design and implementation of a company-wide performance management system that is linked to the core vision and objectives of the business. Provision of on-going consultation to management on performance related issues.
- Design of a merit increase and salary review system with built in factors such as salary review budget, company performance, individual performance, market rate of the job and internal equity to ensure fair and equitable review of salaries within the business.
- Delivery of training to employees on a regular basis – e.g. induction training; quality training; training on effective recruitment and performance management.

- Responsibility for ensuring Company X operated in line with employment legislation and health and safety at work legislation.

Company Y

Dates: **Job Title: HR Generalist**

Responsibilities:

- Coordinating with all people managers in all employee related issues regarding employee investigations, absence issues, counselling, grievance and discipline etc.
- Ensuring company compliance with all legislation and advising managers on all industrial relations issues;
- Support people managers & payroll activities including salary benchmarking and the bonus process;
- Successful in supporting necessary change processes in implementing WCM/lean manufacturing within the organization;
- Liaising with union representatives in all negotiations such as shift changes, redundancy criteria and other general IR issues;
- Project management – leading & supporting business related projects to drive HR and the business forward;
- Administering payroll/deductions/pensions for staff.
- Coordinating recruitment and selection procedures & delivering induction training;
- Developing and maintaining job descriptions;
- Evaluating competencies & training needs for all employees;
- Managing and reviewing training budget;
- Provide comprehensive high quality customer focused HR support across a broad range of HR activities.

Company Z

Dates: **Job Title: HR Administrator**

Responsibilities:

- Organising the recruitment of staff, coordinating interviews, checking references.
- Drafted contracts, and finalised same for all new hires.
- Delivery of HR induction module to new starters.
- HR reporting to management (**include a list of reports**)
- Involved in review of employee reward strategy, and proposals for improvement of same. Ad Hoc project duties as the arose.
- Provided administration support to the HR Manager in all HR related matters;
- Managed time & attendance records for payroll;
- Developed and implemented corporate policies and other relevant documentation.

Hobbies

Please include all activities along with any volunteering or committees you are involved in, in particular the local community.

References

Excellent references available on request.