

Anna Pavlova

HR MANAGER

Address: 359, High Cross, The Spinney, Arnold NG5 1DY

Phone: 07984 123456

Email: annapavalova@aol.com

Twitter @annaPHR | **LinkedIn** @annaHRmanager

Personal statement

- Highly competent HR Manager – 7+ years' experience in Human Resources.
- Proven track record developing HR strategy, policies and processes.
- Excellent relationship builder with strong communication skills and experience in line management.
- Strong history of effective talent acquisition and retention.
- Chartered Member of CIPD and working towards Fellowship.

Work history

Human Resources Manager

Finance4U, Colwick, Nottingham

April 2015 – date

- Identifying and acquiring personnel for all departments.
- Delivering best practice guidance and advice across the Company.
- Handling learning and development management for all staff.
- Dealing with performance management issues for all staff.
- Ensuring company policies are adhered to including both regulatory matters and GDPR.

Following my promotion to Human Resources Manager, I redeveloped the HR strategy, rewriting and rolling out all HR policies and processes including a new pay scale and benefits package. This has had a tangible impact in various key areas, including:

- ✓ *33% reduction in employee turnover*
- ✓ *15% reduction in employee sick days*
- ✓ *17% reduction in grievances*
- ✓ *35% increase in employee satisfaction (now 98%)*

Human Resources Assistant Manager

Finance4U, Colwick, Nottingham

April 2014 – March 2015

At this mid-sized company, I provided support to the HR Manager and cover in their absence.

- ✓ Drafting and advertising vacancies.
- ✓ Processing internal HR enquiries and handling those which were routine.
- ✓ Gathering people analytics.
- ✓ Assisting HR with meetings, taking notes and maintaining employee records.

Human Resources Administrator

ABC Telecoms, Netherfield, Nottingham

April 2013 – March 2014

- Providing support to the HR Manager.
- Using Trac (electronic recruitment system).
- Drafting and advertising vacancies.
- Arranging interviews.
- Carrying out pre-employment checks, issuing offers and contracts.
- Setting up personnel files and IT records.

Qualifications

CIPD Level 7 Diploma in HR Management

CIPD (Postgraduate Level)

Due to complete June 2021

CIPD Level 5 Intermediate Certificate in HR Management

CIPD (Undergraduate Level)

June 2018

CIPD Level 3 Foundation Certificate in HR Practice

CIPD (Introductory Level)

June 2015

A Levels

English (B), Maths (C), Biology (C)

June 2012

GCSEs

9 GCSEs grade C and above inc. English (B) / Maths (B)

June 2010

Skills

- Highly competent at leading, managing and developing people
- Effective at recruiting and retaining talent
- Confident handling performance management issues
- Strong ability to draft and implement appropriate policies and procedures, both HR & company
- Competent at handling employee relations, grievances and disciplinary matters
- Excellent knowledge of current employment law
- Proven ability in knowledge management and organisational learning
- Excellent skills in coaching and mentoring

I would be pleased to provide practical examples demonstrating all listed skills.

Contributions

I have contributed articles for various HR publications, including:

- “Do we need a new approach to flexible working?” – *January 2020, CIPD*
- “Are organisations fulfilling their duty of care around global mobility?” – *June 2019, CIPD*
- “How to help working parents avoid burnout” – *January 2019, HR Grapevine*

A full list can be found on my LinkedIn profile.

REFERENCES AVAILABLE ON REQUEST.