

# Borna Forsek - Assoc. CIPD

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## Personal statement

As a very capable and experienced HR professional I am looking to deliver excellent results and progress in the industry. Throughout my career I have pursued challenging roles where I could gain exposure to different aspects of HR. This has allowed me to gain experience in both general HR roles as well as specialize in recruitment, payroll and training & development. I am ready to take on a new challenge.

## Skill Summary

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- 5+ years HR experience
- Training and development
- Recruitment & on-boarding
- Payroll administration
- Contract creation and review
- HR administration
- Employee engagement
- Employee relations
- Excellent knowledge of Irish employment law
- Multinational experience

## Work Experience

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### THE STARS GROUP

Nov 2019 – present      HR Specialist

- Recruiting for roles across Ireland & UK
- Administration of Workday HR information system
- Providing coaching and guidance to employees and managers on HR related matters
- Promoting employee engagement and advising department managers
- Full HR administration of employee benefits and HR related processes
- Managing employee relations and advising managers on employment law
- Ensure compliance with policies and procedures

### MUSGRAVE

Nov 2018 – Nov 2019      HR Officer (Generalist)

- Recruitment and retention for general operatives and drivers across 6 sites
- Induction and onboarding for all new starters and conducting exit interviews with leavers
- Reporting on recruitment, retention, absence and employee relations KPIs
- Providing advice and guidance to colleagues and managers on employee relation matters
- Providing information to payroll on all starters, leavers and any other status changes
- Managing employee relations in a unionised environment

Apr 2018 – Nov 2018      HR & Payroll Administrator

- Processed payroll for 170 employees on various T&Cs
- Conducting grievance and disciplinary investigations
- Advising staff and management on current HR policies and procedures
- Leading the recruitment and on boarding for the Musgrave Central Distribution Centre
- On-boarding and off-boarding

Jul 2017 – Apr 2018      Recruitment & Relocation Officer

- Led the international recruitment project for supply chain
- Conducted feasibility and country analysis for recruitment
- Created an end to end international recruitment campaign
- Provided relocation support for international staff
- Assisted the Supply Chain HRBP with HR administration including disciplinary and grievance processes

## ARAMARK @ GOOGLE

Feb 2017 – Jul 2017      EMEA HR Coordinator

- On-boarding and contract creation for Google employees across EMEA
- Organized new hire, rehire and transfer administration
- Joined new hires on all Google systems
- Ensured contracts fully complied with local legislation
- Worked with recruiters to create a great on-boarding experience for new employees

## SPORTINGBET

Apr 2016 – Feb 2017      HR Administrator

- First point of contact for staff queries
- Ensured all HR administration employee information was up to date and accurate
- Provided line managers and colleagues with advice relating to HR Policies & Procedures
- Led the disciplinary and grievance process
- Coordinated payroll with outsourced provider
- Led the recruitment and on-boarding process
- Provided support with collective redundancies
- Supported the delivery and development of HR projects

## RADISSON BLU HOTEL

Apr 2015 – Apr 2016      Front Office Receptionist

## CARNIVAL CRUISE LINE

Feb 2012 – Oct 2014      HR Coordinator / Training & Development Manager

- Advised staff and management on issues regarding crew welfare and Maritime Labour Law
- Led the shipboard recruitment and department change process
- Led the on-boarding process for all new and returning team members
- Developed weekly and monthly training plans for shipboard staff and Management
- Organized and facilitated the shipboard Train the Trainer courses for Management
- Conducted induction and job-related training for new and returning employees
- Conducted satisfaction and engagement surveys and reported results to Senior Management
- Performed training needs analysis for shipboard departments
- Organized activities for crew and engaged in shipboard employee welfare

## Education

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2018 – 2019      Diploma in Applied Employment Law - The Honourable Society of King's Inns - Dublin

2015 – 2017      MA in Human Resources Management - National College of Ireland – Dublin

2005 – 2009      Bachelor of International Business - Cesar Ritz Colleges – Brig, Switzerland

## Additional

### Certificates

TEFL / TESL qualification

2014 - UK Online

Train the Trainer Qualification

2013 - STAR Center Ft. Lauderdale, USA

### System Proficiency

MS Office

Workday

Oracle CPS

AMRIS Applicant tracking

Mitrefinch TMS

Flextime TMS