



# EMMA SMITH

## HR MANAGER

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📍London, England

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## OBJECTIVE

Motivated, seasoned and proactive individual with more than 8 years of HR management. Background of repeated success implementing best practices and establishing effective HR Strategies. Driven to deliver the highest level of service in an efficient and professional manner.

## SKILLS

- Communication
- HR Policies
- Management

## LANGUAGES

- English: fluent
- French: native speaker
- Spanish: beginner level

## HOBBIES

- Horse riding
- Going to the theatre
- Gardening

## WORK EXPERIENCE

### HR MANAGER - Disney Media & Entertainment

#### 2018 - Present

- HR budget management for Recruitment and Development including phasing analysis and monthly reporting.
- Recruitment and Onboarding of talents for Sales, Marketing, Communications, Trade Marketing, Finance, Compatibility, Operations and HR from apprentices, interns, Young Graduates, VIEs and full time roles.
- Acted as a consultant to the CEO and Founder team in defining the organisational structure, job descriptions, roles and responsibilities for the eCommerce team.

### HR MANAGER - Hollywood video

#### 2014 – 2018

- Upskilled and train managers on best practice low level HR to allow them to take ownership and accountability of their times.
- Successfully set up a new entity and worked closely with legal and external bodies.
- Managed the recruiting process internally - interviews / 2nd interviews / trials etc.
- Wrote and delivered weekly training sessions for sales team.

### RECRUITMENT CONSULTANT - Nike

#### 2012 – 2014

- Worked on the data migration project identifying and re-designing solutions tailored around our business model and way of operating.
- Provided candidates with a detailed feedback about their interview.

## EDUCATION

### HUMAN RESOURCES MASTER'S - University of

#### 2010 – 2012

### HUMAN RESOURCES DEGREE – Keele University

#### 2007 - 2010

## REFERENCES

### James KNIGHT

#### Director

DISNEY Media & Entertainment

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### Robert COOPER

#### Head of HR Resources

HOLLYWOOD VIDEO

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