



# FRANCESCA LLOYD

## PROFILE

Inquisitive and hardworking HR professional with a background in Psychology (Bsc) and HRM (Msc). Knowledgeable in contemporary, practical and theoretical HRM practices and challenges. Due to an international upbringing, enjoys working with people from a variety of cultures and backgrounds and capable of adapting to different environments. Passionate about the mind-body connection, mental wellbeing and holistic approach to wellness. Currently looking for an opportunity within HR which builds on my previous experience and utilises my creativity and interest in work and organisational Psychology.

## CONTACT

- +31634218183
- francesca.lloyd@hotmail.com
- <https://sites.google.com/view/portfoliofrancescalloyd>
- Amsterdam

## LANGUAGES

- English: Native
- Dutch: Advanced

## EXTRA ACTIVITIES

- Communication and Chapter lead 'Balance' at Under Armour (employee wellbeing club)
- Grand Challenge University of Exeter
- Hockey Team Captain
- Environmental Committee

## INTERESTS

- Sustainability
- Mindfulness
- Nutrition
- Mind body connection
- Sport / Fitness
- Astrology
- Psychology
- Nature

## PRESENT

May 2023 - present

### Leadership and Organisational Development Assistant at ELIS Advantage

Launching Sile Walsh's new book on 'Inclusive Leadership', tackling all things DE&I, and helping to conduct training programs.

### HR Specialist at InBread (freelance)

Helping to set up HR processes and hiring for a new restaurant in Amsterdam.

## WORK EXPERIENCE

### HR Administration Specialist EMEA

April 2022 - April 2023



Under Armour

Day-to-day Responsibilities:

- Payroll: input for 9 different countries, including: Austria, Netherlands, Germany, UK, Ireland, Portugal, Spain, Italy and France, using ADP.
- Employee Life Cycle Administration: Onboarding, managing employee data in the SAP system, contracts and amendments, document requests (including employer declarations, reference letters, verifications of employment), tracking benefits (e.g. commuting allowance, car allowance, pension), off-boarding (including transition allowance, updating systems, specific country leaving documentation).

Projects:

- Improved efficiency of sending contract amendments
- Updated and streamlined the onboarding administration process for retail and corporate employees
- Cross-functional projects (e.g. HR administration for retail store openings, annual contract review)

Systems trained in: ADP payroll, SAP (success factors), Excel

### People Intern

September 2021 - March 2022



Meatless Farm

Day-to-day Responsibilities:

- Recruitment: hiring manager discussions, sourcing, cv screenings phone/ video interviews and hiring.
- Employee Life Cycle: administration of processes including onboarding, off-boarding, management and creation of employee documentation.
- Culture: maintaining and enhancing the company culture, including: employee wellbeing initiatives and company/ team events.

Projects:

- Revision and implementation of EVP, including new company values
- Enhancing onboarding and off-boarding process
- Creation of a careers website on company homepage
- Employer Branding in the onboarding process
- Creating an easy-to-read bonus-plan explanation document

Systems trained in: LinkedIn Recruiter

### HR Global Policy & Strategy Intern

February 2021 - August 2021



Felyx

Day-to-day Responsibilities:

- Assisting administration of the employee life cycle (recruitment, onboarding, off-boarding, managing and updating employee documents)

Projects:

- Recruitment of new interns in the Amsterdam HQ, and employees in Germany for Felyx's expansion.
- Conducted HR business cases (e.g. company phones)
- Executed and planned a strategy to improve intern experiences
- Revisited Maternity Leave and Sick Leave Policies

Systems trained in: AFAS, Bamboo and Recuitee



## EDUCATION

September 2020 - February 2022

### **MSc Human Resource Management, VU Amsterdam**

- Final Grade: 8,2
- Developed business knowledge, acquired general HR skills, leadership and team-working skills, improved practical problem-solving skills, thesis topic: 'The influence of mindfulness on employee environmental behaviour' (Grade 8,0).
- Relevant Courses: Contemporary Careers and Organisation (8.0), The Changing HRM environment (8,5) , Recruitment & Selection (8,5), Performance Management (9,0), Business Ethics in Management (8,5), Talent Development Analytics (8,0).

September 2017 - June 2020

### **BSc Psychology, University of Exeter, UK**

- Final Grade: 2:1
- Developed evaluative, analytical thinking, practical research and team-working skills and broad knowledge of human behaviour

September 2005 - June 2017

### **The British School in the Netherlands**

- A-Levels, Psychology (A\*), Nutrition (A), Biology (B)
- GCSE, 11 Including grades A-B in English, Maths, Biology, Psychics, Chemistry, Dutch, Spanish and Art