



## EMMA SMITH

### HR MANAGER

✉ emma.smith@gnail.com

☎ +39 999 999 999

📍 London, England

🌐 linkedin.com/emma-smith

## 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
- Leadership

## 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 Liverpool

2010 - 2012

### HUMAN RESOURCES DEGREE - Keele University

2007 - 2010

## REFERENCES

James KNIGHT

Director

DISNEY Media & Entertainment

135 Heygate St, London, England

999 9999 9999

james.knight@gnail.com

Robert COOPER

Head of HR Resources

HOLLYWOOD VIDEO

Garden Row, London, England

999 9999 9999

robert.cooper@gnail.com