

Sophie Moreau  
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**Objective:**

Motivated and detail-oriented human resources professional with a strong foundation in recruitment, employee relations, and HR administration. Eager to leverage my skills and passion for people in a new HR role at StIT, where I can contribute to the success of the team and the company.

**Skills:**

1. Excellent interpersonal and communication skills, both written and verbal, in French and English.
2. Strong organizational, multitasking, and problem-solving abilities.
3. Familiarity with HR management software (Workday, BambooHR) and Microsoft Office Suite.
4. Knowledge of French labor laws and HR best practices.
5. Experience in full-cycle recruitment and onboarding processes.
6. Self-motivated, goal-oriented, and able to work in a fast-paced environment.

**Education:**

Master of Science (MSc) in Human Resources Management  
ESCP Business School, Paris, France  
Graduated: June 2021

**Work Experience:**

HR Assistant  
StIT, Paris, France  
September 2021 - Present

1. Assist in the full-cycle recruitment process, including sourcing, screening, and interviewing candidates.
2. Collaborate with hiring managers to identify staffing needs and develop job descriptions.
3. Support the onboarding and offboarding processes, ensuring a smooth transition for new and departing employees.
4. Assist in the administration of HR policies, procedures, and employee records.
5. Contribute to the development and implementation of HR initiatives and projects.

**Internship:**

HR Intern  
Dynamo Consulting, Paris, France  
January 2021 - April 2021

1. Assisted in the recruitment and onboarding processes, including sourcing, screening, and interviewing candidates.
2. Supported the HR team in the administration of HR policies, procedures, and employee records.
3. Conducted research on HR best practices, French labor laws, and industry trends.
4. Gained valuable experience in the human resources field and developed a strong understanding of HR processes.

Certifications:

HR Certification Institute (HRCI) - Associate Professional in Human Resources (aPHR)

HR Certification Institute, Paris, France

July 2021

Achievements:

Top Performing Intern, 2021 - Dynamo Consulting

Dean's List, 2019-2021 - ESCP Business School

References:

Available upon request.