

Isabelle Leclerc  
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**Objective:**

Experienced and results-driven human resources professional with over 10 years of experience in the technology industry. Proven track record of developing and implementing HR strategies, managing talent acquisition and retention, and fostering a positive and productive work environment. Seeking to leverage my skills and expertise to excel in a new Senior HR role at StIT.

**Skills:**

1. Excellent interpersonal, communication, and leadership skills in French and English.
2. Strong organizational, multitasking, and problem-solving abilities.
3. Proficient in HR management software (Workday, SAP SuccessFactors) and Microsoft Office Suite.
4. In-depth knowledge of French labor laws and HR best practices.
5. Experience in full-cycle recruitment, onboarding, and talent management.
6. Self-motivated, goal-oriented, and able to work in a fast-paced environment.

**Education:**

Master of Science (MSc) in Human Resources Management  
HEC Paris, Paris, France  
Graduated: June 2011

**Work Experience:**

HR Manager  
StIT, Paris, France  
March 2017 - Present

1. Developed and implemented HR strategies, policies, and procedures, aligning them with the company's goals and objectives.
2. Managed the full-cycle recruitment process, including sourcing, screening, and interviewing candidates, resulting in a 25% decrease in time-to-hire.
3. Designed and executed onboarding, training, and development programs, improving employee engagement and retention by 15%.
4. Collaborated with senior management to address employee relations issues, ensure compliance with labor laws, and maintain a positive work environment.
5. Analyzed HR metrics and trends, providing insights and recommendations for continuous improvement.

Senior HR Specialist  
InnoTech Solutions, Paris, France  
June 2011 - February 2017

1. Assisted in the development and implementation of HR policies, procedures, and initiatives.
2. Managed the full-cycle recruitment process, including sourcing, screening, and interviewing candidates, ensuring a diverse and talented talent pipeline.
3. Coordinated onboarding, training, and development programs, fostering employee growth and career progression.
4. Handled employee relations issues, performance management, and disciplinary actions, in accordance with French labor laws and company policies.
5. Maintained accurate and up-to-date HR records, reports, and analytics, supporting informed decision-making.

**Certifications:**

HR Certification Institute (HRCI) - Senior Professional in Human Resources (SPHR)  
HR Certification Institute, Paris, France  
March 2019

**Achievements:**

Top HR Performer, 2018 & 2021 - TechForce  
HR Innovation Award, 2016 - InnoTech Solutions

**References:**

Available upon request.