

Elizabeth Johnson
18 Park Road
Toronto, Canada
Telephone: +1.416.111.22.33
E-mail: johnson.e@hotmail.com

OBJECTIVE: International Human Resources Manager

EDUCATION

- **MA, Company Law**
September 2008 University of Toulouse (France)
Minor: Labour Law
Selected coursework: Ownership, Commercial Law, Fundamentals of Management
- **BA, Business Administration**
September 2006 University of Toulouse (France)
Minor: Commerce and International Studies
Selected coursework: International Institutions and International Issues, International Commercial Law

WORK EXPERIENCE

- 2008 – present:
International Human Resources Assistant Manager at Sjuktof Groupe, Brazil
- 2006 – 2007:
International Transfer Officer at Friebkla Corporation, France (part time)
- June - Sept 2006:
Internship at Education International, Toronto
Co-ordinate a study project for new students, Toronto University
Organised an event on the International Labour Market, AIESEC student body
- June - Sept 2005:
Internship Human Resources Department at Spanghero Firm, France
Performed review of HR policy manual with senior HR generalist culminating in a report to senior management with recommendations on outdated policies and those affected by new HR laws
Created 20-question employee opinion survey on work satisfaction

SKILLS

- Highly organised and dedicated, with positive attitude
- Have excellent written, oral and interpersonal communication skills
- Speak and write Spanish, French and English fluently
- Able to handle multiple assignments under high pressure and consistently meet tight deadlines

ACTIVITIES

- Volunteering: President Amnesty International Student Club, literacy courses in an orphanage
- Artistic activities: Classical and Contemporary Theatre/ Practice Music Afro-electro-jazz

REFERENCES

Available on request.