

Example CV

PAULINE WEATHER

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Personal Profile:

An experienced human resources manager with expertise in policy implementation and employment law. An enthusiastic, conscientious and positive individual who enjoys responsibility. A strong team member with experience of team leadership in a multi-cultural environment. A good communicator, and effective motivator, who has demonstrated a high degree of initiative and self-motivation, with a commitment to excellence.

Key Skills:

- Strategic HR Planning Performance Management
- Leadership Training and Development
- Recruitment and Training Policy Development
- Influencing and Negotiating IT Literate

Career History:

British Airways Plc.

Employee Relations Manager

2010 - Current time

Responsibilities:

- Managed overall personnel function for 120 staff
- Direct responsibility for a team of 5 Human Resources Managers
- Developed personnel policies and procedures
- Managed performance evaluation and attendance management systems
- Ensured that disciplinary procedures were followed correctly
- Project management of career advisory service

Achievements:

- Created and introduced a performance evaluation system to support the introduction of a companywide performance related pay scheme
- Conducted Learning Needs Analysis to improve effectiveness of Human Resources development strategies to match business needs
- Developed a comprehensive operational knowledge of Employment Law

Human Resources Manager

2007 – 2010

Responsibilities:

- Managed the HR function for 25 Head Office staff

- Administered staff records and personal files
- Organised the training and development of HR Officers within a budget of £40k
- Ensured pay and remuneration packages were actioned promptly.

Achievements:

- Developed a full training and development programme for HR staff
- Revised the pay and remuneration systems, ensuring a fair and equitable approach. Re-structured the Staff Records office, improving communication and reducing staff turnover.

Personnel Administration Supervisor

2004-2007

Responsibilities:

- Administration of contractual documents, pay and remuneration files, and staff records.

Education, Training and Qualifications:

University of West London

2002-2004

Member of the Institute of Personnel and Development

University of West London

1999 - 2002

BSc. Honours Degree in Humanities 2:1

Hounslow Comprehensive School

1994 – 1999

GCE 'A' levels: Law, Economics, English and General Studies.

GCSE: Passes in 9 subjects.

Other Relevant Information:

- Member of the British Psychological Society
- Experienced counsellor, working on a voluntary basis for the 'Samaritans'
- School Governor and Chair of the Facilities Committee