

LINDA JONES

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PROFILE

Member of the Chartered Institute of Personnel and Development (CIPD) with over 4 years' experience in a HR Administrator/Officer role in a large Irish organisation. Experience of learning and development, systems management, recruitment, health & safety, and employee relations.

EDUCATION

Higher Diploma in Personnel Management (2.1 Honours, CIPD Qualified) 2013 - 2015

University College Cork

Final Year Management Report entitled "Building the Employment Proposition: Understanding Motivation, Engagement & Perceptions"

BBS, HR & Business Management (1.1 Honours) 2009 - 2013

NUI Galway

Leaving Certificate 2003 - 2009

High School, Cork

EMPLOYMENT HISTORY

Retail Company Ltd, Dublin

April 2017 – Present

HR Officer

Learning & Development (L&D) Coordinator

- Coordinate all aspects of employee Learning & Development for Head Office (approx. 150 employees).
- Manage annual PDR (Personal & Development Review) process, including ensuring all PDRs are completed within timeframe and completed documentation uploaded to L&D Database.
- Develop, design, and maintain Skills matrix.
- Advise people managers on available and required training.
- Work with external providers to facilitate group and individual training.
- Assist L&D Manager with design and content of training courses.

Recruitment

- Manage the applicant tracking system and provide technical support to all users.
- Liaise with system providers to upgrade, enhance, and troubleshoot ATS system.
- Co-ordinate and conduct interviews for internal departments up to middle management level.
- Issue contracts of employment and relevant documentation to new employees.
- Conduct company induction and coordinate functional induction for new employees.
- Liaise with hiring manager to produce comprehensive job descriptions and induction plans for new employees.

Employee Safety, Health & Well-being

- Ensure compliance to legislative requirements.
- Safety representative for Head Office.
- Carry out regular safety audits.

Employee Relations

Provide advice to employees & managers on company policy & legal requirements

Key Achievements

- Successfully co-ordinated and managed the achievement of the Excellence Through People Standard accreditation for Head Office in 2017 achieving 85%.
- Member of the project team to develop and deliver the new Learning & Development Syllabus for company.
- Successfully led and implemented new work practices, specifically new control procedures and introduction of Time and Attendance to Head Office.

Pharma Company Ltd, Co Cork
HR Administrator

May 2015 – April 2017

- Manage, update and ensure integrity of HR database (CORE).
- Maintain Time and Attendance system.
- Coordinate recruitment activity for HR Generalist, including screening applications, setting up interviews, arranging and coordinating assessment centres.
- Conduct interviews for administration staff and participate in recruitment for graduate programme.
- Ownership of new starter process including:
 - Issuing contracts and related documentation (pension, benefits, healthcare).
 - Coordinating induction programme.
 - Delivering company induction on employees first day.
- Produce weekly and monthly KPI reports.

Key Achievements

- Completely redesigned company induction programme to reflect new brand positioning and employee experience.
- Successfully completed SHL Level A Occupational Testing, allowing me to administer graduate programme assessment centres.

ADDITIONAL QUALIFICATIONS

- SHL Level A Occupational Testing.
- IBEC Health & Safety Representative qualification.
- Interview Skills (internal training course facilitated by experienced external provider).
- Trained First Responder and qualified in CPR and defibrillator use.

OTHER SKILLS

Proficient in the use of the MS Office Suite, advanced knowledge of Core Personnel and Time & Attendance databases, advanced knowledge of Taleo ATS (applicant tracking system)

INTERESTS & ACHIEVEMENTS

- Toastmasters – Held numerous positions including Chairperson and Secretary of local chapter and participated in national level speaking competitions.
- Achieved piano certification to Grade 8 with the Royal Irish Academy of Music.
- Relief Organist for local churches and member of local choir.
- Enjoying staying informed of local, national and international current affairs.

References on request