

Maxine Curry

HR Executive

AREAS OF EXPERTISE

Graduate recruitment

HR administration

Payroll

HR processes

Producing reports

Team meetings

PROFESSIONAL

French speaker

First Aider

PERSONAL SKILLS

Fast learner

Forward thinking

Focused

Hard working

CONTACT

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*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A degree qualified HR professional who can oversee the attraction, induction and retention of a company's employees. Maxine has a track record of identifying, proposing and delivering process improvements to existing HR processes. She is capable of responding to the current and anticipated future HR needs of a business. As a true professional she is always mindful of the confidential nature of HR work at both the operational and strategic level. Right now she is looking for a suitable position with an ambitious company that wants to recruit talented and driven people like her.

WORK EXPERIENCE

Company name – Location

HR EXECUTIVE Jun 2013 – Present

Responsible for acting as the first point of contact for company Directors and Managers who are seeking advice, guidance and support on a wide range of employee issues.

Duties:

- Attending disciplinary, grievance and capability meetings.
- Writing up job descriptions, performance reviews and personnel policies.
- Providing a comprehensive HR support service to work colleagues, employees and the company as a whole.
- Delivering excellent HR services within a large scale operational environment and to geographically dispersed teams.
- Implementing HR policies and procedures and compliance matters.
- Managing in-house payroll function from end-to-end.
- Supervising less experienced members of the team.
- Determining a HR departments requirements.
- Writing up monthly reports for the senior managers of any issues of concern.
- Producing contracts and starter packs for new employees.
- Overseeing the employee benefits scheme.
- Administering the firm's staff bonus scheme.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Experience of working within a Unionised environment.
- Experience of working in the legal and professional services sectors.
- Good knowledge of current employment laws and procedures.
- Proven ability to build relationships at many levels.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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