

# Maxine Curry

## Human Resources Manager

### AREAS OF EXPERTISE

*HR Budgets*

*HR functions*

*Staff absenteeism*

*Employee relations*

*Project management*

*Team meetings*

### PROFESSIONAL

*French speaker*

*First Aider*

### PERSONAL SKILLS

*Polite and friendly*

*'Can do' attitude*

*Attention to detail*

*Flexible*

### CONTACT

*Maxine Curry  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0121 638 0026  
M: 0121 638 0026  
E: info@dayjob.com*

*Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

Maxine has a track record of identifying and hiring the very best talent across a wide range of industries. She has experience of working and recruiting across multiple European countries, and comes to you with a long list of excellent and checkable references. Possessing significant Human Resources operational management experience means that she is able to quickly make her mark and take complete ownership of all aspects of a busy HR department. Right now she would like to join a company where the right candidate will be offered an immediate start.

### WORK EXPERIENCE

#### *Company name – Location*

HUMAN RESOURCES MANAGER Jun 2013 – Present

Responsible for working alongside operational managers to ensure all HR activities are carried out to the highest standard.

#### *Duties:*

- Ensuring that the business is legally compliant in all its employment activities.
- Giving new starters a really positive and professional perception of the company.
- Operationalising, integrating and delivering HR processes, projects and change.
- Driving excellence and best practise at every opportunity.
- In charge of all recruitment, selection and induction activity for both permanent and temporary staff.
- Developing and overseeing all employee reward and recognition schemes.
- Managing an effective employee performance review system.
- Executing company-wide HR initiatives.
- Implementing talent acquisition strategies.
- Managing a team of over 50 HR staff.
- Building relationships with third party recruitment agencies.

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

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### KEY SKILLS AND COMPETENCIES

- Able to influence, facilitate and implement HR change.
- Have the confidence and assurance needed to be an effective negotiator.
- Can influence across a range of stakeholders.
- Not afraid to take on difficult tasks.
- Positive, confident and friendly demeanour with high level of integrity.
- Can operate at a fast pace and senior level.

### 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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