

Joe Blogs

07700 123456 - LinkedIn URL - thisismyemail@gmail.com

PERSONAL PROFILE

An adaptable, diligent and motivated MSc Human Resources Management student with over a year of experience in Human Resources (HR). Proven ability to navigate HR processes, from recruitment to employee relations. Aspiring to pursue a career in Human Resources, seeking opportunities to innovate HR practices and contribute to organisational growth.

EDUCATION

MSc Human Resource Management, Cardiff University 2024 – Present

Relevant modules:

- **The Management of Human Resources:** Reviewed and critically evaluated major contemporary research and debates in the fields of human resource management and human resource development
- **Contemporary Issues in HR Research:** Assessed the value of academic research on HRM and the contribution it can make to the development of evidence-based management practice
- **The Practice of HR in the Modern Workplace:** Analysed the concept of diversity at work and the implications and opportunities it offers to organisations

BSc Business Management, Cardiff University 2020 – 2023

Result: 2:1

Relevant modules:

- **People in Organisations:** Developed an understanding of central themes in social and psychological analysis of work organisations, including individuals in organisations, groups and teams, the management of human resources, the changing work environment, fairness at work and the changing organisation at work
- **Managing People:** Evaluated the principal debates in the field of human resource management

A-levels, South Wales Sixth Form 2018 – 2020

- Sociology (A), Economics (B), Maths (C)

RELEVANT EXPERIENCE

HR Summer Internship, Accenture July 2023

- Worked within diverse local and global HR priorities in areas such as Talent Strategy and Employee Experience, Recruitment, Reward, Service Delivery, Talent Planning & Operations, Employee Relations, and the HR Partner Team
- Developed business acumen, and functional and foundational HR skills, and participated in world class HR learning
- Worked with and learned from talented and inspirational colleagues and leaders

Human Resources Placement, Unilever October 2022 – June 2023

- Increased company performance by using data and insight to inform decision-making and identified new ways to simplify the working day
- Promoted equality and diversity within the organisation by developing a training resource for staff
- Prepared staff handbooks, administrated payroll and maintained employee records

HR Spring Insight, L'oreal April 2021

- Developed networking skills and knowledge of L'oreal through a variation of online events and panels
- Shadowed administration work and the use of different HR software
- Involved in internal recruitment processes and helped organise interviews

KEY SKILLS

Business awareness and management:

- Engaged in comprehensive research of the HR industry to understand market trends
- Actively participated in industry events, conferences and networking opportunities to build insight into workings of the HR environment
- Prioritised continuous learning of the HR industry and stayed informed of technological advancements, economic shifts and regulatory changes that could lead to change of business

Interpersonal and communication skills:

- Able to clearly communicate results both in a written and verbal capacity.
- Proven ability to communicate and collaborate effectively, leveraging strong interpersonal skills to enhance team dynamics and project outcomes
- Developed through bar work experience and significant HR work experience

Teamwork and leadership:

- Capable of adjusting to team requirements and providing support to fellow members as needed, fostering a constructive and effective work atmosphere
- Effectively collaborated within cross-functional teams, displaying adaptability, communication, and a results-driven approach to achieve objectives
- Showcased effective leadership, inspiring teams to achieve goals through strategic guidance, collaboration, and a results-driven approach

Organisational skills:

- Exemplify strong organisational skills, adept at prioritising tasks, and managing deadlines
- Proven ability to organise and streamline workflows, optimising efficiency and enhancing overall productivity in diverse professional settings

Other experience

Bartender, Cardiff

December 2022 – July 2023

- Effectively resolved unexpected challenges during high-traffic hours, highlighting agility and quick decision-making
- Revamped the layout and design of the bar area to enhance customer experience
- Proficiently managed and tracked bar inventory, ensuring stock levels were optimised and reducing wastage

Certifications/Additional courses

i:act - Understanding and Promoting Positive Mental Health and Wellbeing in the Workplace *November 2023*

- Obtained a greater understanding of mental health and wellbeing issues and can now recognise when further help and support may be required
- Understood practical tools for managing stress, anxiety and low mood, and for promoting positive wellbeing to help build resilience
- Educated to understand what guidance and advice can be used to connect with others who may be experiencing a mental health or wellbeing issue

References

References available upon request