

PAUL SMITH

PERSONAL

Name

Paul Smith

Address

Bath Road 8
BA1 4RD Bath

Phone number

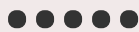
0622334455

Email

voorbeeld@hotmail.com

SKILLS

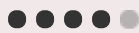
Presenting



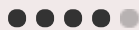
Communicating



Organizing



Collaborating

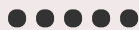


INTERESTS

- International business matters
- Politics
- Voluntary work

LANGUAGES

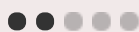
English



French



German



Conscientious and ambitious Psychology and Business Graduate with experience in Human Resources. Highly skilled at giving presentations in a professional setting. Looking for HR Assistant role that utilises strong interpersonal skills and opportunity to take on high levels of responsibility. Preferably looking for a role at an NGO or company with high ethical values.

WORK EXPERIENCE

HR Assistant

Jan 2019 - Aug 2019

McDonalds, London

- Co-ordinated an employee satisfaction survey aimed at identifying areas of staff discontent.
- Supported various team members to carry out research, analyse data and make recommendations to senior personnel.
- Self-confidence increased as a result of gaining own areas of responsibility and by giving presentations to senior staff members at meetings.
- Assisted with general administrative duties and dealt with HR related queries, including payroll and staff contracts.
- Developed basic understanding of the essentials of employment law and HR practice.

Coordinator Assistant (voluntary)

Jun 2018 - Dec 2018

Remploy, Bristol

Britain's largest employer of people with disabilities, and supporting sustainable employment.

- Managing the paperwork for new Volunteers, including screening of applications for shortlisting and recording personal contact details on Microsoft Access database.
- Learnt how to communicate in a professional manner via email, telephone and letter.

EXTRACURRICULAR ACTIVITY

Board Member

Sep 2016 - Jun 2019

University Business Club, Bristol

Winner of the 'Bucks Best Business Pitch' award in 2017 Enterprise week, developing confidence in public speaking and presentation skills.

EDUCATION AND QUALIFICATIONS

BA Psychology with Business and Management

Sep 2015 - Jun 2019

Bristol University, Bristol

Industrial Relations: Gained a broad understanding of concepts of employee relations and the effective management of these in small to medium enterprises (SMEs).

Personal and Social Development: Explored the needs of people in order to be fulfilled in the context of our daily and working lives.

Dissertation: Analysed trends in staff retention over a 10 year period for a large manufacturing organisation.

Secondary School and Sixth Form

Sep 2008 - Jun 2015

St. George, Bristol

REFERENCES

References available on request.