

Curriculum Vitae

Female

D.O.B. 03 July 1979

Number of years working in industry: 13 years 3 months

Candidate ID Number: 14853

Nationality: British

Language Skills:

Fluent: English

Basic: Polish

Permitted to work in: UK - United Kingdom

Position Sought: Spa Manager, Spa Co-ordinator, Assistant Manager, Holistic Therapist, Complementary Practitioner, Complementary Therapist

Personal Statement

I have extensive experience in HR and Facilities; however I feel the need to speak to people on a Holistic level rather than a policy or Legal level. I am looking for manager or therapist roles within the Industry to align myself with my passion for helping people.

Seeking work around Southern England

Employment History:

December 2012 - Present - Holistic Therapist at (most recent employer hidden for confidentiality) WOKING, UK - United Kingdom, (Home/Mobile)

Duties included:

Setting up a mobile holistic therapy business which provides Holistic Therapies, Soul Plan Reading, Life Coaching and career coaching services.

Holistic Therapies offered: Indian Head Massage, Crystal Healing, Reiki and Magnified Healing®.

May 2012 - September 2012 - Talent and Development Coordinator at Hasbro, c/o Parkside, West Drayton, UK - United Kingdom, (Product Company)

Duties included:

- Booking venues & organising agenda/ layout/ materials with venue providers.
- Providing a full administration service for all programmes including ordering and maintaining training materials and supplies for programmes for both delegates & trainers, Sending out pre-work and ensuring complete before training session
- Administering bookings from delegate & HRBP's for courses
- Setting up 360 on-line survey and the MBTI on-line survey tools
- Maintaining LiveLink
- Liaising with suppliers as is necessary
- Liaising with internal and external Finance departments for invoice management and setting up new suppliers
- Redesign a pre-work explanation document so it is presented in a more concise manner.
- Maintaining the department budget spread sheet ensuring course costs and cross charging is kept up to date
- Producing Action Notes from relevant meetings & conference calls
- Liaising with our colleagues in the US L&D Department
- Liaising closely with HRBP community across Europe, Asia, Pacific and Latin America

October 2010 - December 2011 - Human Resources - Contracts at Tullow Oil, Chiswick, UK - United Kingdom, (Product Company)

Duties included:

- Providing full administration service for the hiring, engagement and deployment of Contractor staff and maintaining all contractor records, reports and work order/contracts
- Maintenance of files including contractor onboarding information, job descriptions, authorizations and contract extensions within Phoenix
- Creation of Work orders (including requisitioning of purchase order numbers in Maximo) and once approved dispatch for signature, maintaining consistent standard.
- Act as focal point for Finance, other Departments and Agencies regarding detail Work Orders
- Create and maintain all contractor files in Casade
- Create and run regular reports as well as ad hoc reports as required on contractor population
- Develop and maintain Contractor Headcount Report
- Created a work flow tracker system ensuring each stage of work flow can be pinpointed.
- Trained new staff and retrained returnee to the role as well as other ad hoc inductions to HR Population regarding Contractors
- Participated in the Global Induction Project team initiated to review, adapt and re-energise the induction programme for all employee categories

July 2010 - July 2010 - HR and Facilities Administrator at Armstrong World Industries Ltd, Uxbridge, UK - United Kingdom, (Product Company)

Duties included:

- Provide administrative services to HR, Legal and Facilities Team
- Providing a point of contact in the absence as well as support of the HR Business Partner
- Recruitment administration: liaise with agencies, match C.V.'s, set up interviews, psychometric profiling administration (using Thomas International) and interviewing
- Administration of starters: terms and conditions, joining instructions, inductions and time management system
- Checking and updating ER Manual policies and offering advice on terms and conditions, policies and procedures, as well as providing training on our Performance Management and Training Development Centre systems
- Provide administration support for payroll to EMEA, liaising with service providers in Egypt, Dubai and Turkey
- Create and maintain a Manager Reference SharePoint
- Maintain employee liability files and act as first point of contact for insurance company also collating information for the international claims report
- Collation and reporting of monthly sickness/absences and safety statistics and quarterly collation of short term visitors to the UK report to ensure our international colleagues' business trips are not creating a taxable presence
- Cultivated relationships and maintained high standards of working within the Health and Safety Committee.
- Corporate Records Coordinator - management and administration of employee records and archiving ensuring compliance with company record keeping policies, taking on a new role of Data Protection Officer in support of the Legal Department
- Provide administrative support to Legal Services, including monthly expense reporting for the Deputy General Counsel Legal
- First point of contact for corporate memberships with Virgin Active and maintaining a professional relationship between Armstrong and Virgin Active
- Managing monthly health campaigns, in some cases includes organising money raising events for various charities
- Provide cover in the absence of Facilities Manager for supervision of security/reception staff, including out of hours Key Holder and Senior Fire Marshall.
- Provide support services to internal and external customers for the building (not necessarily Armstrong employees) as well as Armstrong UK employees

September 2002 - August 2004 - Receptionist & Learning Admininstrator at Marks and Spencer, West Drayton, UK - United Kingdom, (Product Company)

Duties included:

- Working for 5 Remote Divisional Heads of Training
- Providing a large administrative support role in implementing training workshops for store personnel (1000 people per month)
- Designed a process to efficiently offer learning to store based people
- Communicate the availability of workshops
- Collate nominations, with hotel requirements for residential courses
- Confirm to delegates, facilitators and venues
- Provided administrative support for the launch and open-days to 6 new Retail Academy Centres in M&S
- Maintain a schedule of workshops, which allows prioritisation
- Maintaining databases of attendance to workshops for statistical use for the training department. Weekly

updates/reports to the Divisional Heads of Training

- I have put through approximately 5000 people on courses in order to improve themselves and gain better understanding of their job role, including several national roll outs
- First point of contact for the Divisional Support Group
- Supporting the divisional personnel, who manage stores within Marks and Spencer
- Maintain databases of divisional personnel
- Manage a switchboard, distributing mail to the group
- Providing the domestics for meetings, (room booking and resources). Booking and confirming travel arrangements for divisional personnel
- Providing support to the HR team by offering a filing service and research into store personnel details
- Involved in keying in workshop information for the Learning Team
- Collation of large store manager meetings (attendance/hotel/travel) for the PA team
- Collating responses to store Red Alerts and delegating group, which stores to contact in order to receive 100% response rate within specific time frames on behalf of the Information Administration team

Education and Qualifications:

2013 Brooklands College

Level 3 / Diploma

ITEC Holistic Massage Diploma

2013 Various

Diploma / Level 3

Holistic Certificates

- Indian Head Massage
- Reiki
- Crystal Healing
- Magnified Healing
- Soul Plan Reading
- Life Coaching

2012 Holistic Healing College

Diploma

Spiritual Counselling Diploma

2011 Uxbridge College and Thames Valley University

Post Graduate Certificate

Human Resources Management

Certificate in Personnel Performance (CIPD)

2001 University of Luton

BSC (Hons) Degree

Sports and Exercise Science

2000 University of Luton

HND

Sports and Health Science

1999 Douay Martyrs Secondary School

GCSEs

- English C
- English Lit C
- Double Science CC
- RE C
- Design and Technology C
- PE E
- Geography C
- Maths C
- Music D

A level

- Geography E

Hobbies and Interests

Other interests I have are in Astrology, Tarot and Dream Interpretation.

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