

Alice Thompson

HR MANAGER

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London, United Kingdom

WORK EXPERIENCE

Senior HR Manager May 2021 – Present

XYZ Solutions, London, United Kingdom

- Led recruitment strategy, managing the hiring process for over 50+ positions annually.
- Developed and implemented HR policies that enhanced employee satisfaction by 30%.
- Initiated employee training programs that improved performance metrics across departments.
- Collaborated with department heads to create tailored HR solutions to meet business objectives.
- Introduced new wellness programs that decreased employee absenteeism by 15%.

HR Generalist Nov 2019 – May 2021

ABC Corp, London, United Kingdom

- Handled full-cycle recruitment, onboarding, and training for all new hires.
- Developed performance appraisal processes and conducted quarterly reviews for 100+ employees.
- Implemented employee engagement strategies, improving retention rates by 20%.
- Administered benefits and compensation programs, ensuring compliance with legal standards.
- Coordinated employee relations initiatives to foster a positive and productive work environment.

HR Assistant Sept 2018 – Oct 2019

Global Enterprises, London, United Kingdom

- Assisted in recruitment by screening resumes, conducting interviews, and scheduling hiring processes.
- Processed employee requests for time-off, benefits, and payroll-related inquiries.
- Maintained accurate employee records and ensured compliance with company policies.
- Collaborated with senior HR managers to implement training and development initiatives.

EDUCATION

MSc in Human Resources Management Sept 2017 – Jun 2018

University of London

London, UK

BSc in Business Administration Sept 2014 – Jun 2017

University of Oxford

Oxford UK

SKILLS

- Employee Recruitment & Retention
- HR Policies & Compliance
- Employee Relations & Conflict Resolution
- Training & Development
- Performance Management Systems
- HRIS & ATS Systems (Workday, ADP, SAP SuccessFactors)
- Microsoft Office Suite (Excel, PowerPoint, Word)
- Data Analysis & Reporting