

Curriculum Vitae



PERSONAL

Name

Paul Smith

Address

Bath Road 8
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Phone number

0622334455

Email

voorbeeld@hotmail.com

SKILLS

Presenting



Communicating



Organizing



Collaborating



INTERESTS

International business matters, Politics,
Voluntary work

LANGUAGES

English



French



German



PROFILE

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

Jan 2019 - Aug 2019

HR Assistant

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.

Jun 2018 - Dec 2018

Coordinator Assistant (voluntary)

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

Sep 2016 - Jun 2019

Board Member

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

Sep 2015 - Jun 2019

BA Psychology with Business and Management

Bristol University, Bristol

- **Industrial Relations**
- **Personal and Social Development**
- **Dissertation**

Sep 2008 - Jun 2015

Secondary School and Sixth Form

St. George, Bristol

REFERENCES

References available on request.