

# Maxine Curry

## Human Resources Assistant

### AREAS OF EXPERTISE

Updating employee records

HR processes

Maternity leave

HR Administration

Recruitment

Absence monitoring

### PROFESSIONAL

French (fluent)

German (intermediate)

### PERSONAL SKILLS

Building relationships

High energy levels

Proactive

Organised

### CONTACT

Maxine Curry  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0121 638 0026  
M: 0121 638 0026  
E: info@dayjob.com

Driving license: Yes  
Nationality: British

### PERSONAL SUMMARY

A graduate calibre Human Resources Assistant who has extensive knowledge of recruitment selection and administration processes. Maxine is a confident individual who is good at building effective relationships at all levels of an organisation. She will have no trouble handling a variety of personnel related issues. In her current role she supports the HR service delivery to over 800 employees by carrying out a range of administrative HR tasks. Right now she is looking for a suitable role with a company that wants to recruit talented and proven people like her.

### WORK EXPERIENCE

#### Company name – Location

HUMAN RESOURCES ASSISTANT Jun 2013 – Present

Responsible for assisting in all stages of the recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paperwork and supporting successful staff induction.

#### Duties:

- Assisting with the day to day operations of the HR Admin department.
- Being the first point of contact for all general HR enquiries, administration and correspondence.
- Ensuring all paperwork received is scanned and stored both electronically and on the employee's paper file.
- Providing clerical and administrative support to Human Resources executives.
- Managing sickness records and the overall sickness administration of the company.
- Prioritising and managing own workload without supervision.
- Handling staff enquiries on a daily basis.
- Talking to both existing and potential employees on a daily basis.
- Writing individual non-standard letters and emails to employees.
- Ensuring that all company HR processes and procedures are properly followed.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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### KEY SKILLS AND COMPETENCIES

- Extensive previous administrative experience of working in a HR department.
- Excellent organisational and administrative skills.
- A positive and enthusiastic attitude with the ability to self-motivate.
- Proficient in using Microsoft Office applications.
- Can co-ordinate a wide range of activities at any one time.

### ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011  
BSc (Hons) Sales Management

Coventry Central College 2005 - 2008  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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