## **Cycle with people outlineMELISSA WARBURTON**

## HR CONSULTANT

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## PROFILE

* Self-motivated, confident HR Consultant with **over 10 years’ experience** within private and public sector organisations.
* Extensive knowledge and expertise in HR methodologies, including responsibility for change management processes and supporting staff with managing changes within the business.
* Ability to manage and build effective relationships within the business and continuously keep up to date on the employment law.
* Responsible for writing and updating policies in line with employment law, including for large transformation programmes.
* Acting as the first point of contact for all HR processes, including grievances, disciplinaries, sickness and absence.
* Ambitious individual with a focus on delivering a first-class service and consistently developing both professional and personal skills.

## KEY KNOWLEDGE, SKILLS & EXPERTISE

* Self-Motivated – Ability to manage own workload and deliver to deadlines.
* Communication – A strong communicator who can lead teams and build strong relationships.
* HR Methodologies – Extensive knowledge and expertise in HR methodologies, including change management.
* Decision Maker – Able to make robust data-led, impartial decisions.
* Employment Legislation – Keeps up to date with employment legislation and informs the business of any changes.
* Goal oriented – Sets goals and targets to stay motivated and to achieve the best results.

## PROFESSIONAL EXPERIENCE

### HR Consultant MAY 2013 - Present

#### Regiants Ltd

* Providing support with general HR queries, including grievances, disciplinaries, sickness and holiday.
* Responsible for managing specific projects in the company, including furlough and IR35 changes.
* Reviewing and amending correspondence as required.
* Supporting the HR Manager with meetings, including grievances, disciplinaries and appeals.
* Providing cover to the HR Manager, as necessary.
* Managing relationships with staff and external companies, including suppliers and agencies.
* General admin tasks as required.

### HR Administrator June 2010 – May 2013

#### Blue Room Recruitment

* Working alongside Recruitment Consultants, providing support with general HR duties, including writing letters, registering candidates, and updating the system.
* Responding to all HR queries in a timely manner.
* Managing the HR inbox and responding to phone calls on HR issues.
* Supporting the HR Business Partner with meetings as required, taking minutes where necessary.
* Providing cover for reception at lunch breaks and holidays. <https://www.cvtemplatemaster.com>

### HR Assistant Jan 2007 – June 2010

#### Umbrella University

* Providing a full HR support service to HR Advisors and HR Business Partners.
* Taking minutes at meetings for HR Advisors and supporting with setting up and arranging meetings.
* Typing letters and ensuring any correspondence is accurate and error-free.
* Updating company system with sickness and holidays.
* Producing sickness absence reports for HR Advisor. <https://www.cvtemplatemaster.com>
* Supporting payroll function as and when required, particularly at month-end.

### Administrator Mar 2005 – Nov 2006

#### Willow Construction

* Providing administrative support to the construction team.
* Inputting data into the company database.
* Managing expenses and arranging travel.
* Ensuring diaries and emails are maintained and that construction team are informed of any changes within the business.
* Liaising with other departments both externally and internally, ensuring best practice at all times.
* Attending meetings on relevant industry topics and keeping up to date with any changes to the business.

### Sales Assistant (part time) Nov 2000 – Feb 2004

#### Duke Clothing

* Dealing with customer queries and helping support customers with their decision making.
* Developing knowledge of products and providing excellent customer service.
* Up-selling products as and when possible.
* Managing payments and dealing with returns. <https://www.cvtemplatemaster.com>
* Replenishing stock and advising management of any noticeable low stock levels.
* Ensuring all products are tidy on the shelves, and clearing any debris, as necessary.
* Opening and closing the store in absence of management.

### Sales Assistant (part time) Dec 1998 – Nov 2000

#### Bee Stationery

* Responsible for dealing with customers, including cash handling and any queries, ensuring the highest level of customer service.
* Replenishing shelves during quiet spells in the store and advising management of any low stock.
* Liaising with other stores and building relationships with other colleagues throughout the UK.
* Opening and closing the store on occasion.
* Answering telephone calls and general emails. <https://www.cvtemplatemaster.com>
* Managing the company Facebook account, including posting content and responding to messages.
* Ensuring store is clean and tidy, especially at opening and closing time.
* Managing the queues within the store, and ensuring customers are served on a first come basis.

## PROFESSIONAL QUALIFICATIONS & EDUCATION

### Imperial College London 2001 - 2004

#### BA (Hons) Management with Human Resource Management

Including People Management, Work and Organisational Behaviour and Evidencing Employability.

### Central Park College 1999 - 2001

#### HND Business Studies

## Hobbies and interests

Outside of work, I enjoy horse riding and tennis. I have also set up my own HR blog, www.melissawarburton.com which comments on industry issues and developments.

References are available on request.

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