

Isabella Bennett

London, United Kingdom

+44 1214960508
example@cvmaker.uk

SUMMARY

Ambitious Business Psychology student specialising in Human Resources, ready to leverage strong administration skills to develop a career in HR. Excellent time management, communication, and interpersonal skills with a proven ability to build and strengthen connections between different departments. Knowledgeable in employment law and key HR practices with a solid understanding of recruitment, compliance, and business operations.

SKILLS

HRM, HRIS, recruitment process, administrative operations, commercial awareness, cultural awareness, HR reporting, coaching, accounting, business organisation, and public speaking.

Hobbies and interests

Public speaking

Blogging

Networking

Volleyball and Tennis

Chess

EDUCATION

Bachelor of Science (Honours) in Business Psychology

University of Essex

2015 - 2019

- **Thesis:** trend analysis in staff retention over a 10-year period for a large and well-established manufacturing organisation. (Grade A-)
- **Relevant courses:** HR Management, Consumer Behaviour, Business strategy, Leadership and Managing Teams, International Marketing Strategy, Organisational Development and Change.

WORK EXPERIENCE

Shift Manager at McDonald's, Manchester

2019 - 2020

Serve as lead for delegating tasks to restaurant staff and addressing diners' queries. Ensure compliance with safety regulations and maintain a fully-stocked inventory. Manage and coordinate the employee satisfaction survey aimed at identifying areas of staff discontent. Assist with general administrative duties and deal with HR-related queries, including payroll and staff contracts.

- Supported various team members to carry out research, analyse data, and make recommendations to senior personnel.
- Gave presentations to senior staff members at meetings.
- Acquired the essential foundational knowledge of employment law and HR practices.

ADDITIONAL EXPERIENCE

Coordinator Assistant Volunteer at Remploy, Newport

2017 - 2018

- Managed the paperwork for new volunteers, including screening applications for shortlisting and recording personal contact details on the Microsoft Access database.
- Learned how to communicate in a professional manner via email, telephone, and letter.

Board Member at University Networking Essex Club

2015 - 2017

- Winner of the 'Bucks Best Business Pitch' award in 2017 Enterprise week, developing confidence in public speaking and presentation skills.
- Active member at the university societies: Business Forum and Essex Entrepreneurs.