

# Samuels Donegan - Senior CV Template

## [Your Name]

[Your Email] | [Your Phone Number] | [LinkedIn Profile]

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### Professional Summary

Results-driven Senior HR Professional with [X] years of experience in strategic human resource leadership, organisational development, and talent management. Adept at driving HR initiatives that align with business objectives, fostering high-performing cultures, and implementing forward-thinking people strategies. Passionate about developing inclusive workplaces, optimising HR processes, and partnering with leadership to enhance employee engagement and retention.

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### Education & Certifications

[Degree Name], [University Name], [Year of Graduation] Relevant Certifications: [CIPD, SHRM, AHRI, or other HR certifications]

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### Key Skills & Competencies

- HR Strategy & Leadership
  - Organisational Development
  - Talent Acquisition & Retention
  - Culture & Employee Engagement
  - HR Policies & Compliance
  - Change Management
  - Leadership Development
  - Diversity, Equity & Inclusion
  - Workforce Planning
  - HR Analytics & Technology
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### Professional Experience

[Your Most Recent Job Title] – [Company Name], [Location]

[Month/Year] – Present

*Company Overview: [Concise summary of the company, including its industry, size, and market position if relevant.]*

### Responsibilities

- Lead the HR function, shaping people strategies that align with business objectives and drive growth.
- Partner with senior leadership to enhance talent acquisition, employee development, and workforce planning.
- Implement initiatives to strengthen company culture, improve employee engagement, and retain top talent.
- Oversee compliance with employment laws and HR best practices, mitigating risk and ensuring ethical operations.
- Spearhead diversity, equity, and inclusion programmes to create an inclusive and progressive workplace.

## **Achievements**

- Developed and executed tailored HR strategies that align with business objectives, driving a 20% increase in employee engagement and retention, while fostering a culture of continuous improvement, talent development, and organisational success.
- Reduced recruitment costs by 25% by streamlining hiring processes and implementing data-driven strategies.
- Led a company-wide HR transformation project, improving efficiency by 40%.
- Developed and launched a leadership training programme, increasing internal promotions by 50%.

**[Previous Job Title]** – [Company Name], [Location]

[Month/Year] – [Month/Year]

*Company Overview: [Concise summary of the company, including its industry, size, and market position if relevant.]*

## **Responsibilities**

- Managed end-to-end HR operations, ensuring efficiency in talent management and organisational effectiveness.
- Led leadership development and succession planning efforts to build a strong pipeline of future leaders.
- Developed and rolled out HR policies, aligning them with company culture and industry standards.
- Championed employee engagement initiatives that enhanced workplace morale and performance.

## **Achievements**

- Implemented an HRIS system that reduced administrative workload by 35%.
- Designed a DE&I initiative that increased diverse hires by 20% within a year.
- Spearheaded an employee wellness programme, reducing absenteeism by 15%.

*(Repeat for additional roles, focusing on achievements and impact.)*

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## **Professional Affiliations**

[Member of HR Associations, Networking Groups, etc.]

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## **Technology & Systems Proficiency**

[HRIS (e.g., Workday, SAP, BambooHR)], [Payroll & Compliance Tools], [Data Analytics Platforms]

# Samuels Donegan - Early Career CV Template

## **[Your Name]**

[Your Address]

[City, State, Post Code]

[Your Email] | [Your Phone Number] | [LinkedIn Profile]

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## **Professional Summary**

A motivated and detail-oriented HR professional with a passion for people management, recruitment, and employee engagement. Strong understanding of HR principles, employment laws, and organizational development. Eager to contribute to a dynamic HR team by bringing excellent communication, problem-solving, and interpersonal skills.

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## **Key Skills**

- Recruitment & Selection
  - Employee Relations
  - HR Administration
  - Onboarding & Induction
  - HR Policies & Compliance
  - Performance Management
  - Data Entry & HRIS Systems
  - Conflict Resolution
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## **Education**

**[Degree Name, e.g., Bachelor of Human Resources Management]**

[University Name], [Year of Graduation]

Relevant Courses: [List relevant HR-related courses]

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## **Work Experience**

**[Job Title, e.g., HR Assistant / HR Intern]**

[Company Name] | [Month/Year – Present]

- Assisted in recruitment processes, including screening resumes and scheduling interviews.
- Supported onboarding and induction programs for new employees.
- Maintained employee records and HR databases with accuracy and confidentiality.
- Assisted in drafting HR policies and ensured compliance with company procedures.
- Provided support in handling employee queries and resolving workplace issues.

**[Previous Job Title (if applicable)]**

[Company Name] | [Month/Year – Month/Year]

- [Key responsibility]
- [Key achievement]

### **Certifications & Training**

- [Certification Name, e.g., Certificate in HR Fundamentals] – [Issuing Institution], [Year]
  - [Any relevant HR or leadership training]
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### **Professional Memberships**

- Member of [HR Association, e.g., AHRI, SHRM]
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### **Additional Information**

- Languages: [If applicable, list languages spoken]
  - Technical Skills: [List any HR software or tools you are proficient in, e.g., Workday, BambooHR]
  - Volunteer Work: [Mention any HR-related volunteer experience]
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**References available upon request.**