

BELOW ARE 4 WAYS THIS COURSE CAN  
ENHANCE YOUR CV- SEE **RED**

# CV

MISS AMY OTHER

71 BELSIZE RD • LONDON NW6 4TX, 0207-555-5555 [AO@EMAIL.CO.UK](mailto:AO@EMAIL.CO.UK)

## OBJECTIVE

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Assistant Human Resources Manager

## WORK HISTORY

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2009 - PRESENT

- Voluntary work as a **Court Trial Reporter** for The SAS Law School

1998 - 2009

### UK IMPORTS LTD

Supervisor- Center for Human Resources Development

- Supervised contract staff of 35 and a support staff of 5.
- Improved customer service approach of the department; customer satisfaction improved 30% in 2 years
- Provided consultation for academic departments

1993 - 1998

Leeds Council

Assistant Supervisor, Training and Development

- Implemented a new training program for staff
- Conducted workshops and orientation programs for new employees

## EDUCATION

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University of Leeds

- B.A., Business Administration

## TRAINING

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- **Legal Skills and Court Training**
- Microsoft Word, Excel and the Internet

## OF INTEREST

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- I am an Affiliate Member of **The Institute of Paralegals**

## REFERENCES

- **The SAS Law School**, 404 Albany House, 324-326 Regent St, London W1B 3HH. Tel 0845 299 7174, Fax 0871 528 4838.
- I can provide 2 further references if required.