

# CV

## MISS AMY OTHER

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

### OBJECTIVE

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Assistant Human Resources Manager

### EXPERIENCE

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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.