

ANY OTHER

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OBJECTIVE

Assistant Human Resources Manager

EXPERIENCE

UK IMPORTS LTD 1998 - present

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 professional consultation for academic departments

Leeds Council

1993 - 1998

Assistant Supervisor, Training and Development

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

EDUCATION

University of Leeds

- B.A., Business Administration

TRAINING

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

REFERENCES

- **The SAS Law School**
- I can provide 3 further references if required.