



Emma Ferrer

1234567890@domain.com
0987654321@domain.com

Address: 123 Highend Rd, Folsom, CA 95630

Education

BA (Hons) - Psychology, MSc in Human Resources
• Concentration: Organizational Behavior
• Minor: Data Science & Organizational Psychology

Languages

Native (100% Proficient)

Work Experience

Lead of Learning (2018 - 2021)

Human Resources Manager
Organizational Growth, Inc.

The scope of work: Managed all Human Resource functions for a 100 employee organization. Lead the annual budgeting, forecasting, and forecasting. Managed accounts for 10 different clients. Developed training programs, measured metrics regularly, and conducted performance reviews.

Lead of Learning (2015 to 2018)

Learning Resources Manager
Competence Lead, Learning Systems

The scope of work: Managed all HR areas and responsibilities in a 150 person off-site. Managed employee training, performance reviews, and employee development.

Lead of Learning (2013 to 2015)

Learning Resources Manager

Competence Lead, Learning Systems

The scope of work: Assisted with administration and operation of HR department for a 100 person. Lead the annual budgeting and forecasting. Lead the annual budgeting and forecasting.

Skills and Tools

- Microsoft Office
- Advanced Analytics
- Leadership
- Communication
- Delivery
- Problem solving

Additional

Involved in employee engagement activities in HR functions.
Contributed to the HR department's annual training calendar.

Experiences

2011-2012 Customer (2011)
2012-2013 Human Resources (2012)



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Summary

Highly experienced Human Resources professional with 10 years of experience in Human Resources. Skilled in leading the development of HR processes and systems to support organizational growth.

Experiences

Lead of Learning (2018 - 2021)

Human Resources Manager
Organizational Growth, Inc.

Managed all HR areas and responsibilities in a 100 employee organization. Developed training programs, measured metrics regularly, and conducted performance reviews.

Lead of Learning (2015 to 2018)

Learning Resources Manager
Competence Lead, Learning Systems

Managed all HR areas and responsibilities in a 150 person off-site.

HR Department

Lead the annual budgeting and forecasting. Lead the annual budgeting and forecasting.

Education

BA (Hons) - Psychology, MSc in Human Resources

Concentration: Organizational Behavior
Minor: Data Science & Organizational Psychology

Certifications

- HR Certification (2018)
- Leadership Certification (2019)

Personal Info

0987654321@domain.com
0987654321@domain.com
0987654321@domain.com
0987654321@domain.com
0987654321@domain.com
0987654321@domain.com

Skills

Skills	Level
Microsoft Office	Native (100% Proficient)
Advanced Analytics	Native (100% Proficient)
Leadership	Native (100% Proficient)
Communication	Native (100% Proficient)
Delivery	Native (100% Proficient)
Problem solving	Native (100% Proficient)

Education

Education	Level
BA (Hons) - Psychology, MSc in Human Resources	Concentration: Organizational Behavior Minor: Data Science & Organizational Psychology
HR Certification	Leadership Certification

Languages

Languages	Level
Native (100% Proficient)	Native (100% Proficient)
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Native (100% Proficient)	Native (100% Proficient)
Native (100% Proficient)	Native (100% Proficient)

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Coaching Practiced David Tee, Jonathan Passmore, 2022-05-09 COACHING PRACTICED Explore the foundations of evidence based approaches to coaching A collection of the best papers over the last 15 years from the journal The Coaching Psychologist In Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches a team of distinguished researchers delivers an insightful and complete handbook for practicing coaches From wellbeing to the workplace coaches of all stripes will find a fulsome discussion of effective methods strategies and frameworks for coaching clients In the book the editors include contributions from leading experts that discuss a wide variety of essential topics in the field including cognitive approaches motivational interviewing solution focused coaching mindfulness approaches narrative coaching and the influence of positive psychology in the field of coaching In this accessible and comprehensive resource readers will also find A thorough introduction to the psychology of coaching including available frameworks In depth examinations of reflective practice and professional development including reflective journaling Comprehensive discussions of wellbeing coaching including health and life coaching Fulsome explorations of workplace coaching including the Lead Learn and Grow Model Perfect for organizational and athletic leaders Coaching Practiced Coaching Psychology Tools Techniques and Evidence Based Approaches for Coaches will also earn a place in the libraries of professional coaches

managers executives and others **CVs In A Week** David McWhir, 2012-07-13 The ability to write the perfect CV for a job is crucial to anyone who wants to advance their career Written by David McWhir a leading expert on CVs as both a recruiter and a coach for candidates this book quickly teaches you the insider secrets you need to know to in order write the CV that will get you the job you want The highly motivational in a week structure of the book provides seven straightforward chapters explaining the key points and at the end there are optional questions to ensure you have taken it all in There are also cartoons and diagrams throughout to help make this book a more enjoyable and effective learning experience So what are you waiting for Let this book put you on the fast track to success

Word 2000 Intermediate Course Labyrinth Publications, Incorporated, Russel Stolins, 2001 Concordant Version, 1926

Writing Today Patricia A. Moody, 1981 *Business Communication Today* Courtland L. Bovée, John V. Thill, 1998 Covers the basic principles of Business Communication This book intends to serve the students who use it by giving them the communication skills they need to succeed in business It is appropriate for Business Communications Courses

The Nation and the Athenaeum, 1929 *The Nation and Athenaeum*, 1929 **The American Produce Review**, 1919 **Career Planning and Job Hunting for Today's Student**

Edmond Billingsley, 1978 Monograph on career planning and job searching techniques for students in the USA covers aptitude testing identification of skills and potential employers interview preparation determining the labour demand of an organization contact and follow up **Railway Age**, 1883 **The Tradesman** John E. MacGowan, 1903 **Michigan Farmer**, 1913 National Republican, 1928 **Action-getting Resumes for Today's Jobs** Gary Turbak, 1983 After

explaining the basic method of building a resume it continues with a chapter on cover letters followed by a large selection of sample resumes **Mining and Engineering World** ,1914 *Farmers' Review* ,1904 The Athenaeum ,1911 *New York Produce Review and American Creamery* ,1919 Canadian Mining Journal ,1921

Resume Template Compare Open Now: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have enthralled audiences this year. Resume Template Compare Open Now : Colleen Hoovers "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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Trimmer, ... The Riverside Reader: Alternate Edition by Trimmer, Joseph F. ; Condition. Good ; Quantity. 1 available ; Item Number. 144272881147 ; Binding. Paperback ; Weight. 1 ... Riverside Reader Flashcards Study with Quizlet and memorize flashcards containing terms like Points to remember, Digging thesis, Digging strategies and more. The Riverside Reader Introduction Questions View Homework Help - The Riverside Reader Introduction Questions from ENGLISH 101 at Harvard University. The Riverside Reader Introduction pg. The Riverside Reader: Alternate Edition - Trimmer, Joseph F. This alternate edition of The Riverside Reader includes 48 pages on the writing process adapted from Joseph Trimmer's Writing with a Purpose. Riverside Reader Pdf - Fill Online, Printable, Fillable, Blank This alternate edition of The Riverside Reader includes 48 pages on the writing process. Get Form. Fill form: Try Risk Free. The PDFfiller rating at Shopper ... BASIC SKILLS, By\SIC WRITING, BASIC RESEARCH by JF Trimmer · Cited by 33 — The Riverside Reader, Writing with A Purpose, 8th. Ed.,. Fictions. Journal of ... had more of an impact on remedial English?4 There are many answers. The ... Applicant Preparation Guide Strategy 1: Read the question and the alternative responses before reading the passage. When reading the passage, focus attention on information indicated ... Great Writing 5 (5th Edition) : From Great Essays To ... Possible answers: overfishing and promoting alternative methods. 1. Topic: Requiring future parents to take parenting classes 2. Thesis statement: Governments ...