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MARK ROBINSON

HR EXECUTIVE

ABOUT ME

An outgoing, ambitious, and confident individual, whose passion for the HR sector is equally matched by her experience in it. For the last three years Mark has been working for Adams Recruitment as a HR Executive, with her main role being to provide HR support and guidance services to all company staff. She will do everything possible to ensure that your business succeeds.

CONTACT ME

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 info@dayjob.com
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REFERENCES

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 E: info@dayjob.com

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 JOB TITLE
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CAREER

HR EXECUTIVE- Company name 2014 - Present
 Responsible for providing overall HR support so that the company maximises its employee productivity and well-being. Providing clerical as well as administrative support to both junior & senior staff members of the Human Resources department.

HR EXECUTIVE- Company name 2013 - 2014
 Collecting, sorting and distributing any incoming job applications. Maintaining employee personnel files. Monitoring the work of recruitment agencies. Writing up job descriptions. Coordinating activities between HR teams. Dealing with staff disciplinary, grievance and absence issues.

HR EXECUTIVE- Company name 2012 - 2013
 Developing employment related records. Coordinating holiday and sick pay. Making decisions in the absence of senior HR executives.

HR EXECUTIVE- Company name 2011 - 2012
 Dealing with employee complaints and grievances. Not only directing but also implementing company-wide training programs.

SKILLS

<p>Payroll processing</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, black 20%, white 20%);"></div>	<p>HR Administration</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, black 20%, white 20%);"></div>
<p>Employee safety</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, black 20%, white 20%);"></div>	<p>Data entry</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, black 20%, white 20%);"></div>
<p>Absence management</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, black 20%, white 20%);"></div>	<p>HR Processes</p> <div style="width: 100%; height: 10px; background: linear-gradient(to right, black 20%, white 20%);"></div>

EDUCATION

2013 - 2014	Course details	Uni. name
2012 - 2013	Course details	College name
2011 - 2012	Course details	School name



CHRISTOPHER MORGAN

Address: 177 Great Portland Street, London W5W 6PQ
Phone: +44 (0)20 7466 8555
Email: christopher.morgan@gmail.com

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Creative design
- Strong decision maker
- Innovative
- Complex problem solver
- Service-focused

Experience

Web Developer - 09/2015 to 05/2019
Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internet websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: Computer Information Systems - 2014
Columbia University, NY

Languages

Spanish - C2
 Chinese - A1

Certifications

PHP Framework (certified): Zend, CodeIgniter, Symfony
 Programming Languages: JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL

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Learn about free speech and media trends and gain an understanding of the issues facing journalists globally. You get the points when you meet deadlines and targets. The basic version is absolutely free but you can buy the advanced version for \$29.95 per month. Audit the course for free or enroll in the ID Verified Track to be eligible to purchase transferable credit from ASU. Developed by the US Department Of State, Voice of America and English language educators, this free journalism course will teach you to write effective stories and reports using improved vocabulary and grammar. Learn More and Enroll How to Write an EssayUniversity of California, Berkeley Learning how to write a good essay with a powerful introduction, clear arguments, and a well-crafted conclusion is a great way to build a foundation of writing skills. Download or bookmark them today! 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Simplify your life and kickstart your success with these writing apps. The good side of the Daily Page is that every day you get something more engaging. 750 Words is one app that can help you stay committed. This course is perfect for students preparing to apply for college or who wish to develop effective written communication skills. Moreover, it automatically sums up your word count so, you don't need to check. If you're looking for a way to keep your writing consistent, then join 750 words. Let's be honest, writing is not always easy. It is available for Mac and Windows PC. Learn more and enroll. The words are segregated into their relevant parts of speech i.e. verbs, nouns, adverbs, and adjectives. It's a free English visual dictionary and thesaurus that helps you find the meanings of words and show connections among associated words. Hemingway is highly recommended by many copywriters and writing experts. Written text should have correct punctuation, flawless grammar, and accurate spelling. Daily Page A blank page is not always pleasant to look at. English Grammar & Essay WritingUniversity of California, Berkeley Learn how to avoid common grammatical errors, gain skills for developing an argument and get valuable experience writing, editing and proofreading essays. So, errors in your written message can lead to a negative impression which is not good whether you are in college or doing business. These apps are never going to replace you as a writer, editor or designer. Links to optional online textbooks are provided. It searches more than 1,000 dictionaries and has indexed well over 18 million words, so there's a good chance you'll find what you're looking for here. This collection of free writing apps includes some of our favourite apps as well as impressive new additions that will help to improve your writing skills instantly. edX Blog Learner News Career Stories mitx MOOCs Computer Science Business Management Learning Online MicroMasters Programs harvardx Master's Degrees Data Science Education berkeleyx programming coding Open edX edX in the News edX Engineering Professional Certificate Programs Supply Chain edX Insider Marketing Trends UQx python tips Microsoft communication news MicroBachelors Programs NYUx UT Austin cybersecurity entrepreneurship leadership ritx Boston University Finance and Economics USMx mba AP Purdue Resources writing edX News edX Prize management science ASUX GTX TUMx human rights new member physics project management submission up BUX Data Analysis Doanex Featured Article Global Forum Global Freshman Academy biology chemistry climate change english java law literature math technology AMA Catalyst Food and Nutrition IBM Psychology UMD W3C W3Cx analytics big data computer programming electronics health india justice learning machine learning social media spanish wharton AP courses Arizona State University CSE4Week Caltech Catalytx Columbia University ETSx Edinburgix Fullbridge Georgetown High School Mandarin Soft skills UMGC UPValencia University of Michigan civil engineering cloud computing developer edX culture edX research html humanities imlxb information technology innovation iux javascript language mathematics philosophy scratch ASU Amnesty International Astronomy Certificates Courses Davidson Davidson Next Digital Product Management ETH Zurich Galileo University Georgia Tech HTML5 Hour of Code IMTX Jack Kent Cooke Foundation LinuxFoundationX RWTH Aachen Research SNHU SNHUx UBC University of Chicago University of Texas WGUx accessibility artificial intelligence circuits and electronics code college prep credit-eligible courses data analytics delftx economics edX Partners edX platform environment environmental science environmental studies globalpoverty healthcare history human skills interview learners marketing analytics mexico politics poverty resume startup u.lab AdelaideX BabsonX Back to School Christmas ClimateChange Davidson College Delft HKU Imperial College London ImperialBusinessX K-12 Kyoto LinkedIn Louvain OxfordX Personal Development Platform News Princeton Product Management QS Rankings QS World University Rankings RIT STEM STEM Courses Self-Paced Stanford Online Teachers Teamwork Top Courses United Nations User Experience (UX) WBGx Wageningen agile agile methodology android apps berkle birthday brand circuits college credit credit cs50 cs50x data data management deep learning design edX Courses edX News & Announcements edtech electricity energy entrepreneur ethics excel financial literacy fintech global government grammar higher education holiday holidays homeschoool idbix imlb inclusive leadership internet of things investment italian courses job interview November 8, 2016 / edX team No one is born with good writing skills. The unnecessary adverbs and complex words you should eliminate are highlighted too. Grammarly Grammarly writing tool is applicable to Microsoft Word as well as Outlook. Without the right app, writing is harder than it needs to be. Starting with any of these six introductory writing courses will build a strong foundation of grammar skills and teach the important elements of composition and style that will improve all of your written communication from business emails to job applications. It comes in handy when you need to write down a certain word but it somehow gets lost. Like gym exercises, the more you do it the stronger you become. Generally, students who possess good writing skills are perceived as well educated and they normally score higher grades since they produce credible materials. It is better than the spelling checker by Microsoft and corrects 100 critical spelling and grammar errors. With this tool, you can find words and phrases with similar concepts and save your time thinking about the right word to use in the context. The reader will form an opinion of you, the author, based on both the contentand presentation, and errors are likely to form a negative impression.People with good writing skills are generally seen as more credible.Better writers tend to get higher grades and be perceived as more competent and more intelligent than their less literary counterparts.Writing may differ from school, college, job, casual, official and many more. So, the 750 Words tool will help you attain your goals faster. Sometimes, what you need is a little bit of visual stimulation. FocusWriter FocusWriter minimizes your work into a clean, distraction-free word processor interface, so you can simply write without worrying about the clutter on your computer screen. The advanced version of Grammarly has a number of features: plagiarism proof, detection of more than 250 errors, word choice suggestions, and contextual spell-check. 750 Words If you want to be a well-versed writer, you must practice writing on a daily basis. Participants can get a great deal of practice writing and interact with other students from around the world. It is one of the best reminders for an enthusiastic writer. Explore the world of journalism and learn how ethics, equality, and fairness impact the profession. It takes time to learn proper writing techniques and a great deal of practice to hone your skills. If you want the best tips to present your ideas in their most precise forms, Hemingway will enhance your composing skills. You can use Hemingway to write great content that is syntactically correct and also ranks well. Hemingway has one-click integrations with Medium and any WordPress blog. Dedicating yourself each day to writing is not an easy deal. It helps by spotting common grammatical errors and providing suggestions. Graph Words If you are a passionate writer, you need to have Thesaurus at your disposal for finding similar words and their opposites as well. Here is a list of apps that will help you improve your writing. This 8-week course starts with the basics of grammar and sentence construction. This course will prepare students for the AP English Composition exam and is also essential for avid writers and readers to get their skills to the next level. After you are familiar with grammar you may prefer writing for good communication.Writing skills are an important part of communication.Good writing skills allow you to communicate your message with clarity and ease to a far larger audience than through face-to-face or telephone conversations.Correct grammar, punctuation and spelling are key in written communications. 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Your audience can form an opinion about you based on your content as well as the presentation. It also gives you the alternative vocabulary to include in your text. If you want to start writing simple but strong sentences, the Hemingway App can help you with that. If you can combine it with the 750 Words, you would achieve the greatest improvement in writing within no time. Learn More and Enroll English for Journalists: Free Speech and Media Trends UC BerkeleyXSelf-paced Part two of English for Journalists focuses on writing styles and techniques for different news categories like sports, science & technology, and humor. The Graph Words app provides synonyms and antonyms in a visually engaging manner. It supplies you with writing prompts on a daily basis, which you receive via email.

Introduction In this lesson for teenagers and adults, students will discuss the topic of climate change, use expressions to make predictions and write a summary, watch a short video and answer questions, then consider and discuss how climate change has affected where they live, and how it may affect where they live in the future. The lesson has been designed to be used in ... Learn for free about math, art, computer programming, economics, physics, chemistry, biology, medicine, finance, history, and more. Khan Academy is a nonprofit with the mission of providing a free, world-class education for anyone, anywhere.

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