

Chloe Fenwick

HR Assistant

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HR assistant with just over a year of experience supporting recruitment and employee onboarding at a mid-sized manufacturer. Comfortable managing applicant tracking systems, running right-to-work checks, and handling day-to-day employee queries. Previously worked in admin while studying for my CIPD Level 3.

■ EXPERIENCE

HR Assistant, Arla Foods, Leeds

Jan 2025 – Present

Supporting the HR team across two production sites with a combined workforce of 820 employees.

- Manage end-to-end onboarding for **15–20 new starters per month**, including contracts, DBS checks, and induction scheduling
- Administer the applicant tracking system (Workday) — screened **1,400+ applications** over the past year
- Process monthly payroll amendments for **820 employees** and liaise with the external payroll provider
- Reduced onboarding paperwork turnaround from **5 days to 2 days** by moving forms to DocuSign

Administrative Assistant, Leeds City Council, Leeds

Sep 2023 – Dec 2024

General administrative support in the Housing Services department while completing CIPD studies part-time.

- Handled **60+ phone and email queries per day** from tenants and internal staff
- Maintained records for **3,200 council properties** across the Leeds district
- Supported the HR team during a restructure by preparing **140 contract variation letters**

■ EDUCATION

CIPD Level 3 Foundation Certificate in People Practice, CIPD (via Avado Learning), Online

Jan 2024 – Sep 2024

Completed modules in employment law, talent management, and people analytics.

BA (Hons) in Business Studies, Leeds Beckett University, Leeds

Sep 2020 – Jun 2023

Upper Second Class Honours. Dissertation on employee retention strategies in the UK hospitality sector.

■ SKILLS

Recruitment & Screening • Workday ATS • Employee Onboarding • Payroll Administration • Right-to-Work Checks • Microsoft Office (Excel, Word, Outlook) • Employment Law Basics • Absence Management • HRIS Data Entry • Minute Taking

■ CERTIFICATIONS

CIPD Level 3 Foundation Certificate in People Practice, CIPD

Sep 2024

Mental Health First Aider, MHFA England

Mar 2025

■ LANGUAGES

English (native) • French (conversational)

■ PROJECTS

Onboarding Digitisation – Arla Foods

Mar 2025 – Jun 2025

Led the move from paper-based onboarding packs to a digital workflow.

- Migrated **12 onboarding forms** to DocuSign, cutting turnaround from 5 days to 2
- Created a new starter SharePoint site with guides, policies, and FAQs — used by **all 820 employees**

Absence Tracking Audit – Arla Foods

Jul 2025 – Sep 2025

Audited absence records across both sites to ensure consistency and compliance.

- Identified **47 discrepancies** between manager spreadsheets and HRIS data
- Built a standardised absence reporting template now used by **34 line managers**

■ REFERENCES

Karen Whitfield, HR Manager, Arla Foods, karen.whitfield@arlafoods.com, +44 7700 900 412

David Okoye, Housing Services Manager, Leeds City Council, david.okoye@leeds.gov.uk, +44 7700 900 553

■ EXTRA CURRICULAR ACTIVITY

Committee Member – Leeds Beckett HR Society

Jan 2022 – Jun 2023

Organised networking events with HR professionals from local employers including Asda, NHS Leeds, and Yorkshire Water. Grew membership from 30 to 85 students.

Volunteer – St Gemma's Hospice Charity Shop

Jun 2021

Weekly volunteer shift sorting donations and serving customers. Helped raise over £4,000 during the 2024 Christmas campaign.