

CONTACT

☎ 0404 000 444

💬 Marley_Otis

✉ m.otis@gmail.com.au

CBSA
300 Fictional Way
Sydney NSW 2000

To Zane O'Brien,

I am writing to you to apply for the position of HR Consultant as advertised with CBSA. I have extensive experience consulting in a range of Human Resources specialties and feel I would be an asset to your team.

My most recent experience has been as a HR Consultant with ABC Consulting. Here I have been assigned my own clients and offer them regular support across HR, but have also helped them to deliver large, organisation wide projects as needed.

Some recent key milestones achieved in this role include:

- 2021 – Migration of remuneration and benefits program to online system for finance organisation with 4000 employees. I was personally responsible for the data management and transition of all employee data into the new system, and then return migration back to payroll post review while maintaining data confidentiality.
- 2020 – Completion of training needs analysis for team of counsellors in order to implement the training and development needed to support those returning from combat duties.

I have also recently completed my Certificate IV in Human Resources Management qualification.

Please find attached a brief resume of my experience. I would appreciate the opportunity to discuss my suitability to this role with you further. To talk or schedule an interview, please call me on 0404 000 444 or email m.otis@gmail.com.au.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
Marley Otis
Marley Otis

Marley OTIS

HR Consultant

HR Officer

PROFILE

A reliable Human Resources professional with extensive experience providing high level support to line management with sound advice and program delivery in a HR consulting environment.

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EXPERIENCE

ABC Consulting Services

HR Consultant

2018-PRESENT

Delivery and support for all HR programs across a range of clients. HR programs and support included:

- Recruitment and selection
- Onboarding
- Remuneration and benefits
- Learning and development
- Performance management
- Data analytics and workforce planning

Client industries represented included:

- Finance
- Fast moving consumable goods (FMCG)
- Counselling and health services
- Building and construction

ABC Aged Care

HR Officer

2014-2018

Delivery and support for all HR programs across 14 aged care facilities. Providing frontline support to managers and staff as needed.

ABC Insurance

HR Administrator

2012-2014

Support the HR Department to deliver HR programs.

SKILLS

- Excellent written communication skills
- Solid verbal communication skills
- Attention to detail
- Sound understanding of HR programs and practices
- Experience with Microsoft programs and SAPHR

EDUCATION

Certificate IV in Human Resource

Management

Exemplar College, Newtown

JULY 2021

First Aid Certificate

St John's Ambulance

JANUARY 2020