

# CATHERINE CUMMINS

Dublin

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## HUMAN RESOURCES BUSINESS PARTNER

Experienced Qualified Human Resources Business Partner with experience across the full Employee Lifecycle, from recruitment to redundancy. Expertise in policy development and implementation, People Management best practices, performance management and absence management. With an in-depth knowledge of employment legislation able to support and advise businesses to ensure compliance in both strategic and individual cases. Proven track record in developing training programs. Experience working and leading on global projects, ensuring alignment to the organisation's goals, compliance and strategic plans. I am keen to pursue a HRBP role in the non for profit , charity , healthcare or life sciences sector.

## KEY SKILLS

Human Resources	Business Partnering	Collaboration
Full Employee Lifecycle	Solution Orientated	Communication
HR Policy Development	Stakeholder Engagement	GDPR
Change Management	Recruitment	Compliance

## EXPERIENCE

### Majorel Ireland Limited

#### PEOPLE OPERATIONS PARTNER (HRBP)

May 2016 – May 2024

Partnering with and supporting Line Managers to ensure the application and embedding of policy, performance, and absence management. Supporting and working with managers on all ER issues, coaching and advising and conducting investigations and disciplinary meetings, grievances in line with Company policies and procedures. Handling and responding to all Data Subject Access Requests.

- Ensured compliance to legislation by reviewing, creating and updating company policies and procedures.
- Ensured delivery of Line Manager Training on HR Related Topics, providing additional soft skills required for People Manager roles.
- Drove centralised engagement and recognition programs and promoted employee wellbeing.
- Drove centralised retention programs.
- Delivered results on various change management projects.
- Supported operation management with organisational change.
- Facilitated the redundancy process, consultation meetings, TUPE, and redundancy calculations.
- Experienced with ER related issues, performance and attendance management.
- Carried out probation reviews, suggesting extensions when required.
- Ensured accuracy by completing monthly payroll checks and quarterly bonus calculations for payroll.
- Improved visibility by reporting on key metrics such as monthly headcount, attrition, and absence.
- Supported the onboarding of new hires.
- Collaborated with various stakeholders on HR related projects.
- Rolled out the People Manager coaching process globally in conjunction with key stakeholders.
- Acted as point of contact for Data Protection for Majorel Ireland,
- Ensured GDPR compliance carrying out the yearly data cleanse with stakeholders.
- Ensured mandatory yearly trainings are completed to 100% by all employees as required.

**Majorel Ireland Limited****PA****April 2015 - April 2016**

- Facilitating meetings on site and off site for management teams. the management team both in Dublin and when visiting from overseas.
- Diary Management for the management team.
- Facilitated all travel arrangements for managers.
- Facilitated the Company staff Christmas
- Ensured that PowerPoint presentations were ready for meetings.
- Collaborated with the finance team in regard to invoices received from vendors that we may have used.
- Collaborated with the various PAs across the company and arranging meetings for them.
- Negotiation with the various hotels in Dublin in regard to our Corporate Rates.
- Maintaining a good working relationship with the Hotels that we hold accounts with and sourcing new and alternative Hotels.

**Career break****March 2014- April 2015****Wheelhouse Limited****BUYER / OFFICE MANAGER****April 1990 - March 2014**

- Responsible for the purchase of all stock for resale in the business and also for purchasing consumables for the office.
- Responsible for building up a business relationship with various suppliers in order to negotiate the best possible cost price and also trading terms.
- Responsible for the logistics of all deliveries of stock.
- Attended various exhibitions throughout the UK and Europe to source new ranges for the coming season.
- My office management duties involved me setting up business meetings, booking business trips and arranging all the flights, accommodation, and meetings.
- Booking in company vehicles for MOT's, services, or repairs.
- Assisting the accounts department - matching delivery notes to invoices and preparing payment runs.
- Typing up trade invoices or credit notes.
- Dealing with HR issues such as investigative meeting and disciplinary meetings and dealing with the company's HR support company for advice.
- Answering telephones, sending emails, typing letters.
- Keeping control of the managing director's diary.
- Margin control on all stock lines.
- Dealing with customer complaints.
- Design and implementation of People Manager soft skills training which was rolled out on a global level in the Company.
- Roll out of SAF on a global level and main point of contact for Operations and the client.
- Design and implement key processes for Data Protection for all areas of business in the Company.

**EDUCATION**

CIPD Diploma in HRM, NCI College Dublin

Leaving Certificate