

## ▶GRACE MA

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6123 2002

### SUMMARY

Well-organised, highly qualified HR professional showing demonstrated competencies with 3+ years of experience in managing and coordinating human resources with excellent skills in mediating employees' relations within a company.

### AREAS OF EXPERTISE

- ▶ Compensation & Benefits
- ▶ Employee Relations
- ▶ Employment Ordinance
- ▶ Policy Administration
- ▶ Recruitment & Retention
- ▶ Regulatory Compliance

### EXPERIENCE

#### Human Resources Officer, JW Consulting Group Ltd.

Jun 2011 - Present

- ▶ Managed a full set of recruitment functions, including online job posting, CV screening, interview arrangements, employment contract preparation, etc
- ▶ Compiled regular HR reports and analyses in areas of recruitment, staff movement and turnover for corporate and top management
- ▶ Initiated connections with 5+ local tertiary academic institutions for organising on-campus recruitment and internship programs to attract young talent
- ▶ Assisted in reviewing and formulating HR policies and procedures to ensure compliance with local labour ordinance and corporate initiatives

### ACHIEVEMENTS

- ▶ Reduced turnover rate from 30% to 20% by introducing the program "Newly Employed" to follow up with new hires within probation periods in order to increase retention
- ▶ Improved and implemented a performance development program for 20+ senior staff focused on enhancing management performance and team building

### EDUCATION

#### Hong Kong Baptist University, 2008-2011

Bachelor of Business Administration (Honours) in Human Resources Management

### LANGUAGES

Cantonese (Native)    English (Proficient)    Mandarin (Proficient)    Spanish (Basic)