

KATHY KWAN

SUMMARY Articulate, determined professional with substantial 3-year background in all aspects of human resources, including recruitment, compensation and benefits, staff retention, etc. Proven ability to contribute to a company at both strategic and operational level when delivering people management strategies.

EXPERIENCE **Human Resources Specialist, Pop International Limited**

Jun 2011 - Present

- Initiated company's summer internship program for 5 local institutions, from recruitment, to program development, to training
- Introduced and launched new hire orientation program spanning medical and dental benefits, life insurance, and leave of absence processes
- Established company's first-ever online performance management system, ensuring annual assessment compliance for 300+ employees
- Overhauled compensation program, revamping job levels and updating salary structure for rapidly expanding organisation

ACHIEVEMENTS

- Reduced recruitment fees of \$50K within a year by overhauling, promoting, and enhancing employee referral program
- Increased retention rate by 15% by working closely with senior management to identify and recognise star performers
- Recruited 80+ full-time professionals in 2013 going up to line manager level across all departments

EDUCATION **City University of Hong Kong, 2008-2011**

Bachelor of Business Administration (Honours) in Human Resources Management

SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES

Cantonese (Native) | English (Proficient) | Mandarin (Proficient)

AVAILABILITY

One month's notice
