**Sara K Bozanic**

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**HR Administrator June 2017 - present**

Deltatre (Sports Media)

* Serving as first point of contact for all HR related queries for the company
* Managing and overseeing the administration in the recruitment process
* Assisting the HR Manager in compiling reports pertaining to the company and its staff
* Taking minutes during HR meetings, and disseminating them to staff
* Maintaining and updating the internal HR database with candidate information on a daily basis

**Candidate Consultant July 2016 - April 2017**

Office Angels (Recruitment Agency)

* Reviewing applications and shortlisting candidates for temporary positions in office support and specialist roles including finance, marketing and HR
* Conducting competency based interviews with candidates to assess qualifications, skills and previous employment
* Ensuring sufficient references are acquired for all candidates in a timely manner and in line with company policy, prior to commencing placements
* Managing the weekly payroll process by inputting, verifying and authorising data provided by clients and staff whilst adhering to strict deadlines
* Maintaining and updating the internal HR database with candidate information on a daily basis

**Support Worker December 2014 - May 2016**

Single Homeless Project (Homelessness Charity)

* First point of contact for the service, answering and directing client or professional queries made on the phone or in person, as necessary.
* Responsible for creating and closing client profiles on the database. Creating new profiles, ensuring accurate information is available
* Carrying out assessments for new referrals, writing up details of assessment onto internal database, which would form the basis for subsequent support plans.
* Ensuring client profiles are of a high standard, accessible to other team members, up to date and consistently kept entirely confidential.
* Responsible for administering and detailing petty cash transactions on internal spreadsheets.
* Amending and updating agenda prior to team meetings, taking minutes and disseminating to the team.
* Providing ad hoc support to other team members, during events, or to write up reports.

**Resourcer**                      **November - December 2014**

Critical Resourcing (Recruitment Agency)

* Advertising jobs, sourcing relevant candidates
* Telephone screening candidate prior to putting them forward for positions
* Conducting interview preparation with candidate - brief relating to company and candidate specification formulated by client.
* Assisting with devising resourcing process into clear, coherent steps. Process which was used in meeting new/ prospective clients.

**Resourcing                                                                             Intern June - August 2014**

Holland and Tisdall

* Headhunting/ sourcing candidates through job boards and LinkedIn
* Advertising job vacancies on job boards
* Liaising with both clients and candidate to ascertain the best fit for individuals hiring, and those seeking career progression
* Managing/updating internal online group - providing current information regarding vacancies and various companies

**Communications Intern September 2012**

Nuffield Health

* Supported PR events to raise the profiles of the organisation by working on pop up fitness stall - encouraging the public to undertake health MOTs.
* Used social media to promote the event and create online buzz
* Assisted with re designing of website, by writing concise descriptive sections of each branch to strengthen company image internally.
* Helped in organising press event for launch of new health app by compiling press list

**Education:**

**University of Bath** (2011-2014)

BSc Social Sciences 2:2

**Archbishop Tenison’s Church of England High School and Sixth Form** (2004-2011)

**A Levels:** Sociology (A), History (B), Psychology (B)

**GCSEs:** German (A), French (B), History (B), Drama (B), English language (B), Mathematics (C), English Literature (C), Science (C)