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| **CV Sarah Arnold** |
| Address | **Am Grubenacker 4, 63599 Biebergemünd** |
| Phone - Mobile | **+49 (0) 177 889 57 67** |
| Phone - Office | **+49 (0) 6050 30 786 30** |
| E-Mail | **sarah.arnold@sarahsvision.com** |

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|  | **Work & Project Experience**  |
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| since 01/2024Dusseldorf | **Interim HR Generalist (EMEA)**Mizuho Financial Group (Corp. & Investment Banking, > 52,000 employees worldwide)* Contact person for all employees & managers in all HR matters in Dusseldorf and Frankfurt
* Responsible for supporting employees throughout the entire employee lifecycle
* Carrying out approval processes and creating contract documents, contract amendments, certificates, references
* Maintaining the HR database (SucessFactors) and ensuring data quality
* Carrying out operational and conceptual tasks in HR
* Coordination with the works council incl. preparation of works council hearings
* Collaboration with international team colleagues in the EMEA region
* HR Controlling, e.g. budget forecasts for management

Recruitment* End-to-end Recruitment for temp and perm positions in Back-office and Front-office departments
* Coordination with hiring managers of the resp. specialist departments
* Conducting interviews, answering applicants questions and ensuring a good candidate experience
* Selection of and communication with personnel service providers (temporary employment, Interim)
* Preparing and applying for recruiting budgets and monitoring compliance
* Process optimization
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| 7/2023 – 10/2023Eschborn | **Interim HR Manager DACH**Fiskars Group (Consumer goods, > 6,500 employees)* End-to-End HR support for the leadership team and employees (office/retail) in the DACH region
* Identification of HR needs and requirements to ensure the relevance of current processes
* Provision of valuable recommendations in the field of Employee Relations to the HR Manager Continental Europe for effective problem resolution
* Preparatory payroll processing for Germany (external payroll)
* Responsible for HR administration and operational processes
* Management of multiple audits (wage tax audit, pension insurance audit)
* Implementation of projects in the area of employee benefits & well-being
* Support in the establishment and implementation of a Workday project ("People Help"), answering employee inquiries about Workday functions
* Recruiting of trainees, interns and working students
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| 9/2022 – 6/2023Hamburg | **Interim HR Specialist** TOM TAILOR GmbH (Apparel, > 3,000 employees)**1**. **Flexible Work Models**Responsible for establishing and developing administrative and contractual structures for flexible work models, including creating corresponding agreements in coordination with the works council**2. Contract Management*** Management of employment contracts and contract changes in general
* Preparation of certificates and documents (Haufe)
* Handling inquiries about probation periods and fixed-term contracts
* Maintenance of personnel master data in SAP HCM
* Handling of hires and contract changes in Service Now
* Development and optimization of HR processes and workflows

**3**. **Young Talent Support*** Redesign of the Young Talents area with a direct reporting line to the Chief People Officer (CPO)
* First point of contact for Young Talents (trainees, working students, interns), advising departments on the selection and deployment of trainees (Umantis)
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| 5/2022 – 9/2022Berlin | **Talent Lead**Value for Good (Consulting, 50 employees)* Strategic partner of the management in the alignment of the Talent area (Learning & Development, Recruiting Strategy, Culture & Values)
* Recruiting of executives (project leaders, principals) including active sourcing and collaboration with executive search agencies
* Project management in the Talent area
* Central point of contact for HR issues
* Optimization and harmonization of personnel processes
* Planning, organizing and conducting a large culture process
* HR administration: Contract and certificate management, preparation of employment references, personnel data maintenance via Personio
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| 2/2022 – bis heuteBiebergemünd | **Founder & Owner**sarahsvision (Coaching & HR Consulting)**Systemic Coach** with main focus on:* Leadership
* Communication
* Resilience and Stress Management | Mental Health
* Psychological Strain in the Workplace (incl. BEM)

**HR Interim Manager** (Business Partner, HR Manager, HR Project Manager) |
| 10/2015 – 3/2022Frankfurt am Main | **Senior Specialist, Human Resources**Bain & Company Germany (Consulting, > 12,000 employees)* First point of contact for approx. 80-person consultant group (focus on preparing for leadership roles)
* Supervision of the performance review process (annual employee assessments) including moderation of board meetings
* Talent development and coaching - Identifying strengths, development areas and suitable career paths, including selection of trainings/ coaching
* Reintegration of employees into the workplace, development of a health culture using professional expertise on health issues, especially mental health
* Advising on the conception and implementation of new training formats
* Strategic staffing planning
* Design and implementation of various HR projects (e.g., integration of non-business hires, mental health, female initiatives)
* Managerial and disciplinary leadership of HR team members
* Recruiting HR team members and close collaboration with the recruiting team in hiring consultants
* HR administration: Maintenance of digital personnel records (Workday)

contract management from on- to offboarding, negotiation of termination agreements, preparation of employment references and certificates, processing vacation requests, maintenance of internal databases* Exit management in collaboration with the EMEA Career Advisory Team
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| 9/2014 – 9/2015Eschborn | **Recruitment Assistant**Gruppe Deutsche Börse (Financial Services, > 11,000 employees)* Correspondence with applicants, departments and external recruitment agencies
* Revision and posting of job advertisements on the internal job market, career website and job portals
* Participation in interviews and involvement in their evaluation and recommendation to departments
* Preparation of hiring documents and corresponding database maintenance
* Preparation of board materials in the context of the position approval process involving the works council
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|  | **Education** |
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| 2023Systemic Center of WISPO AG Frankfurt/ Main | **Systemic Coach**2-year training with 970 hours, including 70 hours of practical experience (mainly online coaching in the fields of Job & Career Development, Self-Management and Inner Work)Recognized further education by the German Society for Systemic Therapy, Counseling and Family Therapy (DGSF)Including module “*Identification, analysis and handling of psychological stress at the workplace*” |
| 2016IHK Frankfurt am Main | **Bachelor Professional of Human Resources Management**Organizing and conducting personnel workConducting personnel work based on legal provisionsDesigning and implementing personnel planning, marketing, and controllingSteering personnel and organizational development |
| 2013Johann Wolfgang-Goethe-University Frankfurt/ Main | **Sociology Studies**Degree: Sociologist Diploma (grade 1.6)Focus on Emotion Research |

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|  | **HR – Skills** |
|  | **Strategic HR management along Employee Lifecycle** |
|  | **HR Consulting for executives & management** |
|  | **HR Project Management** |
|  | **HR Process Optimization** |
|  | **Strategic personnel and organizational development** |
|  | **Talent acquisition, including active sourcing and employer branding** |
|  | **Personnel development, Performance Management** |
|  | **Company re-integration management** |
|  | **Systemic Coaching** |
|  | **HR Administration, including preparatory payroll processing** |
|  | **HR Software (Workday, Personio, SAP HCM, DATEV, Haufe, Umantis)** |
|  | **Excellent IT skills (Word, Excel, PowerPoint, Outlook, OneNote)** |

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|  | **Language Skills** |
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| Native | **German** |
| Fluent | **English** |
| Proficient | **French** |