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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 01/2024 Dusseldorf | **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 |
| 7/2023 – 10/2023 Eschborn | **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 |
| 9/2022 – 6/2023 Hamburg | **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) |
| 5/2022 – 9/2022 Berlin | **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 |
| 2/2022 – bis heute Biebergemünd | **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 – 3/2022 Frankfurt 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 |
| 9/2014 – 9/2015 Eschborn | **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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| 2023 Systemic 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*” |
| 2016 IHK Frankfurt am Main | **Bachelor Professional of Human Resources Management**  Organizing and conducting personnel work  Conducting personnel work based on legal provisions  Designing and implementing personnel planning, marketing, and controlling  Steering personnel and organizational development |
| 2013 Johann 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** |