

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



Work & Project Experience

since 01/2024 Dusseldorf	Interim HR Generalist (EMEA) Mizuho Financial Group (Corp. & Investment Banking, > 52,000 employees worldwide) <ul style="list-style-type: none">▪ 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 (SuccessFactors) 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 <ul style="list-style-type: none">▪ 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) <ul style="list-style-type: none">▪ 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)

<p>9/2022 – 6/2023 Hamburg</p>	<ul style="list-style-type: none"> ▪ 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 <p>Interim HR Specialist TOM TAILOR GmbH (Apparel, > 3,000 employees)</p> <p>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</p> <p>2. Contract Management</p> <ul style="list-style-type: none"> ▪ 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 <p>3. Young Talent Support</p> <ul style="list-style-type: none"> ▪ 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)
<p>5/2022 – 9/2022 Berlin</p>	<p>Talent Lead Value for Good (Consulting, 50 employees)</p> <ul style="list-style-type: none"> ▪ 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
<p>2/2022 – bis heute Biebergemünd</p>	<p>Founder & Owner sarahsvision (Coaching & HR Consulting)</p> <p>Systemic Coach with main focus on:</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Communication ▪ Resilience and Stress Management Mental Health ▪ Psychological Strain in the Workplace (incl. BEM) <p>HR Interim Manager (Business Partner, HR Manager, HR Project Manager)</p>

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

Education

2023	Systemic Coach
Systemic Center of WISPO AG Frankfurt/ Main	<p>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)</p> <p>Recognized further education by the German Society for Systemic Therapy, Counseling and Family Therapy (DGSF)</p> <p>Including module "<i>Identification, analysis and handling of psychological stress at the workplace</i>"</p>
2016	Bachelor Professional of Human Resources Management
IHK Frankfurt am Main	<p>Organizing and conducting personnel work</p> <p>Conducting personnel work based on legal provisions</p> <p>Designing and implementing personnel planning, marketing, and controlling</p> <p>Steering personnel and organizational development</p>
2013	Sociology Studies
Johann Wolfgang- Goethe-University Frankfurt/ Main	<p>Degree: Sociologist Diploma (grade 1.6)</p> <p>Focus on Emotion Research</p>

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)

Language Skills

Native	German
Fluent	English
Proficient	French