

MICHELLE SMITH

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PROFILE

I am a highly organised, professional individual who pays very close attention to detail. I have a proven track record as a highly proficient manager of projects and staff, who always strives to conclude a task to the highest of standards.

Key achievements in my academic, current and previous roles include:

- Graduate of the College of Media & Publishing: Creative Writing, Level 4 (Distinction)
- Graduate of the College of Media & Publishing: Business Blogging, Level 3 (Merit)
- Successfully developed the brand InLet Management (consultancy to small business providing operational and HR support services) and am proprietor of this fully operational business
- In 2006 achieved MA in Personnel Management and Development through part-time study

WORK HISTORY

Apr 2016 **Self-employed copywriter**

– present

I write across a variety of subjects, with special interest in:

- HR: including learning, development, leadership & management
- Business administration
- Property management
- Wildlife and the natural environment
- Dogs and our lives with them
- Local community issues

Nov 2013 **Self-employed property investor/landlord**

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Present As well as managing my own property portfolio, I also assist other landlords with the provision of independent property inspection services. Key activities include:

- Project management of property refurbishments, including financial planning to ensure projects come in on budget
- Keeping abreast of housing legislation and regulations

Mar 2012 **HR Manager**

- *NHS*

Oct 2013 *Greenwich, London*

Contributed to the development and implementation of the Trust's strategic aims and HR strategy as part of the management team, dealing with often complex cases.

Jun **Senior HR Adviser**

2008- *NHS*

Feb 2012 *Greenwich, London*

Manager of a team of staff responsible for the provision of a high quality and responsive HR Service to one of the Trust's Directorates. Specific responsibility for employee relations matters.

Oct 2006- **HR Adviser**

May 2008 *Imperial College, London*

Responsible for the provision of a highly responsive and sensitive HR service to the Faculty of Engineering. Line managed a team.

Jun **HR Adviser**

2000- *Further Education*

Sep 2006 *Preston*

Responsible for the provision of a dedicated HR service to designated areas of the business. Line managed a team.

HIGHEST QUALIFICATION

Sep **University of Central Lancashire**

2005- *Preston*

May 2006 *MA in Personnel Management and Development*

CURRENT STUDIES

January 2020 – date: SEO Content Writing, College of Media & Publishing

MEMBERSHIPS

- Chartered Member - Chartered Institute of Personnel and Development
- NLA Member
- Accredited Member: London Landlord Accreditation Scheme

HOBBIES AND INTERESTS

- I love reading, writing and blogging. I am also a keen runner having completed 7 half marathons and 2 full marathons. I have a particular interest in animal welfare,

specifically greyhounds and other dogs.

REFERENCES

Client testimonials and personal references are available upon request.