

# ANNE DE VORONINE

French Nationality

28 years old

Student Visa until September 2016

(Part Time availability)

Postgraduate Visa from September 2016

(Full Time availability)

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## ❖ SUMMARY

Currently studying Hospitality Management in the Blue Mountains Hotel School, I am looking for a new challenge as a HR Administrator or Coordinator to strengthen my knowledge after my six month internship in a prestigious Starwood hotel. With more than five years' experience in five star hotels, I am a reliable and hard-working team player with a great attention to details. I am passionate about people and looking to develop my skills and build my career in Human Resources.

## ❖ WORK EXPERIENCE

### **HUMAN RESOURCES ADMINISTRATOR, Four Points by Sheraton Darling Harbour, 4.5\* Hotel, SYDNEY**

*April 2016 – current*

Promoted from my Intern position at the Westin to this position, my tasks in this role are similar to the ones in my previous role. However, it involves higher responsibilities and commitment.

Recruitment – I complete reference checks and phone screenings, helping the training manager. I am the point of contact with schools. I take care of making and processing the paperwork from beginning to end. I take part in career expos and recruitment days.

Employee Relations - I answer and solve associate's daily enquiries, answer phone calls, raise PO forms and liaise with finance, assist in the coordination of events; I take care of checking visas and any legal documents. I organise meetings and interviews.

Charity – I coordinate charity events, especially for Starlight Foundation.

Work Health and Safety –I help coordinating WHS monthly meetings.

### **HUMAN RESOURCES INTERN, The Westin Sydney, 5\* Hotel, SYDNEY**

*September 2016- March 2016*

Working closely with the HR coordinator and assisting the whole HR team with numerous projects, I was helping in recruitment, daily operations and administration, organisation of internal events/ charity and WHS inspections.

Recruitment – Besides preparing new starters packs and contracts, I completed some reference checks, phone screened candidates and facilitated Induction Sessions. I created internal job advertisement and updated external ones for schools. I was making sure all documents for new associates were collected, filed and put into the appropriate trackers.

Employee Relations - I was helping the coordinator dealing with daily enquiries, answering phone calls, assisting in the coordination of the annual Christmas Party

and any Social Club events; I was liaising with management and associates on a daily basis.

Updating policies and general documents - I implemented a new guide for Work Experience Interns and updated associate handbooks. I created slides for Induction presentation and updated HR Standard Operating Procedures.

Charity - I assisted in the coordination of several charity events and managed and executed fundraising for Dress for Success (Clothes and Business Apparel for Females).

Work Health and Safety - I was conducting Monthly Inspection Audit for HR and weekly Inspection for suspicious objects. I also created posters on Mental Health and social issues awareness. I help coordinating WHS monthly meetings and took minutes.

Trainings Attended - I assisted to Seek Talent Search, Company Profiles and participated in HR Empower Hours: performance management and workers compensation. I also observed several interviews.

#### **SECTION WAITRESS, The Star Casino, Black By Ezard, SYDNEY**

*June 2015 until now*

#### **BAR ATTENDANT, Four Seasons Hotel, 5\* Hotel, bar attendant, SYDNEY**

*October 2014- March 2015*

#### **SECTION WAITRESS, Grand Hotel du Lac, 5\* Hotel, VEVEY, SWITZERLAND**

*May 2014-September 2014*

#### **SECTION WAITRESS, Wildfire, fine dining restaurant, SYDNEY**

*May 2013-November 2014*

#### **SECTION WAITRESS, Chalet Royalp, 5\* Hotel, VILLARS, SWITZERLAND**

*December 2012-April 2013*

**SECTION WAITRESS, Grand Hyatt Hotel Martinez, 5\* Hotel, CANNES - FRANCE**

*May 2012-October 2012*

*May 2011-October 2011*

**SECTION WAITRESS, Le Chamois d'Or, 4\* Hotel, ALPE D'HUEZ - FRANCE**

*December 2012-April 2013*

**GENERAL EMPLOYEE, Eden Hotel, 4\* Hotel, CANNES - FRANCE**

*October 2011- March 2012*

**COMMIS DE RANG, Grand Hyatt Hotel Martinez, 5\* Hotel, CANNES - FRANCE**

*April 2010-October 2010*

## ❖ EDUCATION

**BLUE MOUNTAINS HOTEL MANAGEMENT SCHOOL - TORRENS UNIVERSITY**

*Master of International Hospitality Management*

*September 2014- September 2016*

**ECOLE DE CONDE- PHOTOGRAPHY, France**

*Bachelor degree of Fine Arts- major in Photography*

*2008-2010*

**UNIVERSITY LYON III, France**

*Bachelor degree – major in English Civilisation and Literature*

*2005-2008*

## ❖ LANGUAGES

Fluent in English with excellent communication skills

Notions of Spanish, Italian and Russian

## ❖ INFORMATICS

Word, Excel, Micros, Powerpoint

## ❖ REFERENCES AVAILABLE ON REQUEST