# CAROLYN BAYLISS

# Mobile: 07949 777462

## PROFESSIONAL SUMMARY

* Experienced in full HR lifecycle from advertising jobs to exit interviews.
* Developing HR policies and procedures.
* Managing HR databases and retention of records.
* Employee relations and working with line managers on communications and investigations.
* Designing interactive art events with all PR and promotion.
* Website design and management.
* Digital marketing, art work and social media.
* Project support and Legal PA/Office Management.
* Trainer – classroom and one-to-one.

## HR EXPERIENCE

12 years HR strategy and management. Designing processes. Whole lifecycle. Induction, onboarding, interviewing and recruitment, employee relations case management, appraisals, mental health awareness, digital communications, settlement agreements. Diversity and inclusion. Policy development and training.

2022 to present – HR Consultancy, HR Manager and Compliance Offer and Freelance Trainer positions. Contracts and Freelancing. Private clients, commercial businesses and further education.

From 1980s to 2000’s various HR and Training positions in Birmingham, London and Hong Kong.

## MARKETING, SOCIAL MEDIA, PROJECTS, LEGAL PA/OFFICE MANAGEMENT

* 15+ years in law firms in Birmingham, London, Australia and Hong Kong across disciplines supporting senior personnel to trainees. 10+ years social media marketing, communications, organising and promoting art events
* Self employment – social media - since 2016
* Walsall Arts Fest Founder and Curator – 2013 to 2016 - Public art displays. Working with Walsall College and Walsall Arboretum. Raising £1,001 for three local children with celebral palsy. Co-ordinating film production of DJ Rawtrachs in conversation with Horace Panter of The Specials about racism and how music can unite people. Front page press, working with leading sponsors, media coverage. Designing interactive art events around themes such as globalisation and heritage.
* Social media training and working on various accounts including Visit Walsall.
* Law firms in Hong Kong, London and Birmingham. Began before going to University and have worked in this field for several years.

## QUALIFICATIONS AND TRAINING

CIPD Graduate, BSc(Hons) Psychology, Secretarial training with RSAs, Mental health awareness training, IOSH Managing Safely