

Jessica Nicole Rowe

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Availability: Currently on island available to work

CURRENT CAREER GOAL

As a recent graduate with an MA in International Human Resource Management, I am looking for an HR generalist / admin. type role, which would expose me to a variety of aspects within the HR field.

EDUCATION

Newcastle University (September 2010 - September 2011)

MA International Human Resource Management (results obtained November 2011)

Dissertation Title:

Employee engagement – what do HR managers have to consider when engaging Generation Y at work?

Key Modules Studied: Employee Relations in an International Context, International HRM, International HRM in Practice, Managing for Results, Managing HR for Competitive Advantage, Managing info in a Strategic Context, Research Methods, Strategic HRM, Studies in Leadership & Management

University of Kent (September 2007 – July 2010)

BA Employment Relations & Human Resource Management (Result - 2:1)

Dissertation Topic: Management of Diversity in the Workplace, in Bermuda

The Cheltenham Ladies' College (September 2001 – July 2007)

The Bermuda High School for Girls (September 1994 - June 2001)

RELEVANT WORK EXPERIENCE

Jennings Plant Hire, Newcastle, United Kingdom (November 2010 – May 2011)

Position: Term-time student employee

- The ultimate goal was to review and re-create the company's staff handbook and employment contract
- Research for this project evolved around UK employment policies, practices & legislation
- This work involved both independent and group work, which was consultancy based

Conyers Dill & Pearman, Bermuda (June 2008 – August 2008)

Position: HR Summer Student

- Responsible for managing the Law Student Scholarship applications for the Scholarship Committee
- Responsible for re-creating a new employment application form for the CD&P website
- My time was also spent updating the HR filing system
- Involvement in the employee induction process, e.g. finding accommodation, and introducing benefit packages
- Assisted in organising the 2008 CD&P Annual Summer Party

Conyers Dill & Pearman, Bermuda (August 13th – August 17th 2007)

- Work-shadowing opportunity

Bermuda Foundation for Insurance Studies (August 2005)

Position: Summer Office Assistant

ADDITIONAL WORK EXPERIENCE

St. Peters Church, Bermuda (July 2010 – Present)

Position: Volunteer Greeter

- Welcoming tourists / visitors to the church
- Answering questions / providing information about the history of the church
- Helping to maximise donations given to the church by visitors
- Acting as a tourist information assistant, helping tourists to find their way around the town of St. George

Bettridge School, Cheltenham, United Kingdom (September 2005 – July 2006)

Position: Term-time Volunteer

- Working with children ages 2-19, with special needs
- Assisted with classroom work (reading and writing) and outdoor activities / games (P.E. lessons)

RECENT RESPONSIBILITIES

Marketing for the RAG* Committee, Newcastle University (September 2010 – July 2011)

* Raise and Give (a charitable society which is present at all UK Higher Education institutes)

- Worked in conjunction with the Committee's Events Team
- Responsible for being creative in order to market / advertise RAG Events on Facebook
- I created professional looking RAG event posters using Adobe Photoshop

Social Secretary for the RAG Committee, University of Kent (Sept 2008 – July 2010)

- Responsible for organising society social events, e.g. bowling nights, comedy nights etc.

Course Representative, University of Kent (September 2007 – 2009)

- Responsible for overseeing all students on the BA Employment Relations & Human Resource programme
- Required to attend meetings within the Kent Business School, and university-wide course rep forums.
- Responsible for communicating / being attentive towards the students on the programme
- Responsible for delivering feedback on various course-related related issues

RECENT ACHIEVEMENTS

50 hour KSCV* award (July 2009)

*Kent Student Certificate for Volunteering

Silver L.A.M.D.A* drama medal awarded (March 2007)

*The London Academy of Music and Dramatic Art

KEY SKILLS

- Computer literate – proficient in Microsoft Word, Excel, PowerPoint & Excel
- Excellent written and verbal communication skills
- Excellent presentation skills
- Adaptable, e.g. works well in both teams and independently
- Strong interpersonal skills

HOBBIES / INTERESTS

Art, Photography, Spanish (passed University basic Spanish courses), Violin, Tennis, Golf, Squash

REFERENCES

Available upon request