

Leora Stephanie Tan (EMBA)

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Education

Hult International Business School

Executive MBA

November 2015

Halene University

Bachelor of Arts in Business Administration

September 2014

London Institute of Business and Management

Human Resource Administrator

October 2019

Experience

HR Business Partner

Talent Bridge Global LTD, London (UK) & Dubai (UAE)

Feb 2024 - Oct 2024

Talent Acquisition & Recruitment Leadership:

- Spearheaded global recruitment initiatives, successfully sourcing top-tier talent across multiple industries including technology, healthcare, real estate, finance, oil, power and gas. Utilised advanced BLN searches, industry-specific sourcing strategies, and talent pooling to meet hiring demands in both emerging and established markets.

Strategic Workforce Planning:

- Partnered with senior leadership teams to forecast workforce needs and develop tailored recruitment strategies for diverse sectors, ensuring alignment with long-term business goals and market trends.

Diversity, Equity, and Inclusion (DEI):

- Championed DEI programs to enhance the hiring of underrepresented groups, ensuring diverse talent pipelines globally. Worked with stakeholders to create inclusive recruitment processes and foster workplace cultures that support retention.

Global Onboarding & Employee Engagement:

- Designed and implemented a seamless onboarding process for employees in multiple regions, improving time-to-productivity and enhancing new hire retention. Introduced cultural training programs to facilitate global team integration.

Employer Branding:

- Strengthened Talent Bridge Global's employer brand across various markets by curating compelling job postings, enhancing the candidate experience, and leveraging social media to attract talent from a wide spectrum of industries.

Data-Driven Recruitment:

- Strengthened Talent Bridge Global's employer brand across various markets by curating compelling job postings, enhancing the candidate experience, and leveraging social media to attract talent from a wide spectrum of industries.

Key Achievements:

- Reduced global time-to-fill positions by 35% through the implementation of targeted recruitment campaigns and streamlined hiring processes.
- Expanded recruitment efforts into five new regions (APAC, EMEA, North America, LATAM, and MENA) by leveraging regional job boards, LinkedIn Recruiter, and industry-specific platforms.
- Enhanced the recruitment of mid-level to C-suite professionals in industries such as FinTech, healthcare, technology, oil, power and gas by integrating innovative sourcing techniques and building strong industry networks.
- Developed and implemented a comprehensive recruitment strategy, leading to a robust talent pipeline across multiple sectors.
- Successfully screened 4,276 candidates and shortlisted 1,487 top candidates, optimising the recruitment process.
- Established external recruitment partnerships, enhancing the company's talent acquisition capabilities.

HR Manager

Walden & Co., Dubai (UAE) & London (UK)

Feb 2020 - Nov 2023

- Reduced time-to-fill key positions by 20% through strategic talent acquisition efforts.
- Enhanced team performance and job satisfaction by developing and implementing employee training programs.
- Aligned HR strategies with business objectives, leading to increased employee engagement and organisational success.

Senior HR Specialist

Mother & Baby Ltd., Essex, United Kingdom

Mar 2018 - Dec 2019

- Implemented diversity and inclusion initiatives, fostering an equitable workplace.
- Conducted performance reviews and provided constructive feedback, motivating a high-performing team.
- Ensured compliance with employment laws, handling employee relations matters with sensitivity and efficiency.

HR Coordinator

J. P. Morgan Asset Management, London, United Kingdom

Feb 2016 - Jan 2018

- Streamlined onboarding processes, reducing integration time and enhancing new hire experience.
- Administered competitive compensation and benefits programs, boosting employee satisfaction.
- Resolved workplace conflicts through effective communication and mediation.

Skills

- Talent Acquisition & Recruitment
- Employee Development & Training
- Strategic HR Planning
- Workplace Culture Enhancement
- HR Policy Implementation
- Project Management
- Team Leadership
- Performance Reviews
- Employment Law Compliance
- Conflict Resolution
- Employee Relations
- Diversity & Inclusion
- Onboarding
- Compensation & Benefits Administration
- Interpersonal Communication Skills
- Problem Solving
- Languages: English (Expert), Spanish (Intermediate), Dutch (Professional)

Certifications

- SHRM Certified Professional (SHRM-CP) 2017

Technical Skills

Languages: English (Expert), Spanish (Intermediate), Dutch (Professional)

Tools: Microsoft Office Suite, HRIS (Workday, SAP), ATS (LinkedIn Recruiter, Greenhouse), Payroll Systems (ADP), Learning Management Systems (Cornerstone) and Microsoft Excel.

Reference

Allister Wellam

COO, TBG LTD.

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