





HOLLIE TAYLOR

Business Support Consultant

Profile

Throughout my 10-year professional journey, I have gained valuable experience across diverse sectors such as Business Management, Finance, Recruitment, HR Functions, and Project Management. I have held various positions, including managerial and team-leading roles. I have been honoured with peer and manager recognition awards, and I consider myself a team player who thrives on enhancing a positive inclusive work environment and approaching problem solving with a creative mindset.

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 LinkedIn

 Sanabis, Bahrain

Certification

HR Essentials
Australian Institution of Management
2024

BA Business Management
University of Strathclyde
2022 - 2023

Business Administration
Level 3 SQA
2015 - 2016

Expertise

HR Legislation
Payroll
Employment contracts
Diversity & Inclusion
Workshop Delivery
Recruitment, selection & Onboarding
Performance Management
Project Management
Client Relations
Accounts Receivable
Analysing Data



Work Experience

Ozcare, Queensland Australia

Business Support Consultant

- Assist In the migration project to new accounting software to centralize the financial administration of the organisation
- Facilitate the Business' goal of achieving 20% growth by implementing strategic changes.
- Contribute to ongoing business improvement by identifying and refining processes and training developments
- Generating contracts in line with National Employment Standards and EBA
- Process payroll information including wages, salary and bonuses
- Calculate and withhold appropriate taxes from employee payslips

UCQ, Brisbane Queensland

Senior Executive Assistant

- Provide direct support to C-Level Executives and contribute to the overall effectiveness of executive leadership
- Maintain the highest level of confidentiality and discretion in handling sensitive information and executive matters
- Diary Management Including scheduling meetings and events with internal and external partners
- Coordinate travel arrangements involving booking flights, accommodation, Car Parking and Hire
- facilitate communication and logistics for board and committee meetings including minute taking
- Act as a gatekeeper by managing and controlling access to executives time
- manage incoming calls and emails by prioritising and drafting responses on behalf of the executive

Apr 2024

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Dec 2024

Nov 2023

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Apr 2024

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Work Experience



Enable Works, Enable Scotland

Contract Manager

- Worked with employers across Scotland to promote inclusive hiring practices, providing training and guidance
- Advocate for disability rights in employment by influencing policy changes
- Solely responsible for 30% income on a project over a 4 month period finishing on 100% target contributing to contract growth and renewal in West Coast of Scotland
- Designed 12 week training programme's tailored to various work sectors including care, hospitality & retail
- Managed compliance requirements and ensured contracts adhere to legal standards and regulatory requirements as well as Scottish standard qualification
- Gathered accurate project information in line with project timescales allowing for accurate forecasting and contingency planning

Disability Employment Team Leader

- Coached and mentored coordinators to empower individuals with disabilities to reach their employment goals
- Designed and facilitated workshops tailored to individuals with disabilities and health conditions
- Ensure individual and overall team performance targets were met through KPI metrics, feedback and collaborative working
- Attend local partnership meetings to maintain business relationships with external stakeholders
- Adapt to changes in the employment landscape and develop strategies to address emerging trends & challenges specific to those with disabilities & health conditions

Disability Employment Coordinator

- Provided 1 to 1 support creating personalised development plans
- Matched candidates with successful employment opportunities by assessing their abilities, skills, qualifications and career goals
- Delivered group training programmes
- Engaged with local governing bodies to create a support network to foster successful employment placements and career advancement
- Delivered training workshops to local Employers to contribute to encouraging a diverse workforce
- Executed the first Hospitality Academy in collaboration with HI People achieving 90% job rate

Software

Preceda
Procura
Dynamics 365
Dynamics AX
PeopleStreme
JIRA
Dayforce
Microsoft Packages

Education

Business Administration

Level 2 SQA

SQA Higher

Physical Education - B
Biology - B
English - C

SQA Intermediate 2

Maths - A
English - A

References

Available on request

May 2018

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Oct 2023