

Laura Harvey



CONTACT DETAILS

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SUMMARY OF SKILLS & ATTRIBUTES

- Software Engineering student
- Career changer
- Skilled in and enthusiastic about Front End design and development
- Building projects in HTML, CSS & vanilla JavaScript
- Blogger – creating my own “No Jargon Guides” for other development newbies
- Vlogger – talking about chasing your dreams and looking after your mental health
- Wrote a guide on version control, Git & GitHub (currently used by Lambda School in NYC)
- 4 years project management experience including system implementation and change management
- Well-developed communication, ability to liaise at all levels & engage stakeholders
- Proven track record in building roles from the ground up

PROFESSIONAL EXPERIENCE

Software Engineering Student

Current

General Assembly
Remote (London campus)

- 12-week immersive Software Engineering Bootcamp
- Learning: JavaScript, Ruby on Rails, Python w. Django, Express w. Node.js, SQL, noSQL, Angular, React, Bootstrap
- Also, focus on: Agile methodologies, cloud deployment, algorithms, Big O notation

Consultant

05/20 – 09/20

Frontier Software
Remote

- Training clients on the use of chris system
- Implementation and set up of chris system

Payroll Implementation Project Assistant (FTC)

09/19 – 04/20

IVC Evidensia
Keynsham, UK

- Reporting into Head of Payroll
- Managing the implementation of a Salary Sacrifice Pension Scheme
- Working with outsourced payroll provider (OPP)
- Providing advice to OPP on best practice and current payroll legislation
- Supporting and advising on the building, configuration and logic of solution
- Supporting and advising on the building of test system
- Writing test plans, specification documents & implementation plan
- Process mapping current processes and 'to be' processes
- Working with Marketing and HR to put together employee comms
- Communicating with and updating internal and external stakeholders
- User Acceptance Testing – end to end, manual gross to net calculations
- Supporting payroll administration team during downtime

Payroll & Benefits Associate

05/19 – 09/19

Mitie
Bristol, UK

- Awarded a Mitie Star from the CEO for going above and beyond and saving the life of a colleague after they became critically unwell at work
- End to end payroll processing for 4 pay areas – weekly, 4 weekly & monthly
- Monitoring inbox and incoming calls & input of payroll data
- Manual calculation of statutory payments/deductions & Average Holiday Pay
- Monthly and adhoc reporting for senior managers & finance

Regulatory Assistant – Registration

03/19 – 04/19

Australian Health Practitioner Regulation Agency
Brisbane, Australia

- 'Onboarding' new practitioners - Data entry of applicant details into CM system
- Using Pivotal CRM & TRIM electronic record storage system
- Creating, assigning, resolving and closing cases in Salesforce
- Process analysis and clearing backlog of work

Project Support Officer – Payroll & HR (Temp)

01/19 – 03/19

AP Eagers
Brisbane, AUSTRALIA

- Implementation of Time & Attendance system (Kronos)
- User acceptance planning & testing of Kronos system
- Creating user guides and manuals & supporting training of managers/pilot sites
- Designing Intranet pages for project content & working closely with IT
- Stakeholder Check-Ins, communicating with all levels of the business
- Preparing data for migration (correct data in Preceda)
- Process mapping (Visio)
- Process Analysis – suggesting and testing improvements

HR Officer – Project (Temp)

09/18 – 12/18

Uniting Victoria & Tasmania
Melbourne, AUSTRALIA

- Data entry of new employees and employee variations
- Creating user guides for Payroll/HR self-service systems
- Data integrity checking
- Ensure system hierarchy accuracy
- Creating position and organisational structure in Payroll/HR system
- Writing and running reports of employee data – preparing data for migration
- Creating reports for bulk amendments & uplifts
- Monitoring incoming inbox and actioning items coming in
- Phone support to managers and employees
- Updating and maintaining employee and volunteer databases

HR Change Administrator (Temp)

04/18 – 09/18

Australian Health Practitioner Regulation Agency (AHPRA)
Melbourne, AUSTRALIA

- Presented with CEO Award for going above and beyond to support transformation project and demonstrating AHPRA's values of service, collaboration & achievement
- Administrative coordinator for large scale transformation project (5 business areas – approx. 650 employees)
- Understanding AHPRA policies & procedures and answering staff queries on these
- Working closely with management teams – State/Territory Managers & Director
- Working with reporting team to create Unit4 extracts
- Created multiple staff databases & impact profiles to identify actions & inform plans
- Organising and setting up national staff briefings and training (Skype/SurfaceHub)
- Creating PowerPoint presentations for staff briefings
- Draft consultation & employment offer letters to employees, populate via mail merge
- Create letters and emails on behalf of Executive Director, Regulatory Operations
- Taking meeting minutes/notes
- Booking and organising national appointments for on-site EAP (Benestar) support
- Use of Unit4 - raising POs, employee records, org charts, reporting features etc.
- Creating detailed process notes and GANTT charts
- Scheduling and organising interview panels – 40+ roles
- Recruitment, interviews & scribing on behalf of panel for all roles
- Creating interview question packs using the position descriptions
- Using VISIO to create and amend organisation charts
- Producing, proof reading and finalising documents and working with Web Services Team to upload essential documents and communications to AHPRA Intranet

Accounts Clerk (Temp)

11/17 – 02/18

ARH, Shrewsbury, ENGLAND (through Red Recruitment)

- Data entry of both paper and electronic sales invoices from suppliers
- Entering invoices onto Contract Costing & SAGE
- Creating Purchase Orders
- Checking supplier statements and cross referencing to invoices received

Payroll Administrator – Casual

08/17 – 09/17

Shropshire Council, Shrewsbury, ENGLAND

- Left full-time post (below) to go traveling on return offered temp position

IT Officer – Payroll

2015 – 07/17

Shropshire Council, Shrewsbury, ENGLAND

- Project management role - implementation of online manager self-service (MyTeam)
- Regular communication with system provider
- Training and support to senior managers
- Introduction of new electronic process for contract changes
- End to End testing of new system – including payroll calculation & UAT

Payroll Administrator – Payroll, Control & Reconciliation

2014 – 06/17

Shropshire Council, Shrewsbury, ENGLAND

- Lead pensions and benefits administrator – salary sacrifice, BIKs etc.
- Lead contact for 2 x Local Government Pension Funds for 50+ clients
- Project management of real-time pension reporting implementation
- Monthly pension & benefit returns & reconciliation for all clients
- Balancing of payments to BACs files for all clients
- Supporting Payroll Control team in processing, producing/checking reports/adhoc

HR Administrator/Accounts

2014 – 2014

Vizi Logistics LTD, Birmingham, ENGLAND

- Administration of weekly payroll for all employees (200+)
- Set up and maintenance of employee database
- Processing payments via online banking system
- Creating and paying invoices

Support Worker/Relief Support Worker

2011 – 2015

Mencap, Shrewsbury, ENGLAND

- Supporting children & young people with disabilities in respite care service

Support Worker

09/10 – 05/11

Bethphage/Vision Homes Association, Shrewsbury, ENGLAND

- Supporting Adults with Visual Impairments & Learning Disabilities

EDUCATION AND CERTIFICATES

Software Engineering Immersive
General Assembly – London

2020

REFERENCES

- Available Upon Request