



Tara Hollis

Learning & Development Coordinator

Wandsworth, London SW18, UK

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Languages

English (Native)

French (Work Proficiency)

About

As a Learning & Development Coordinator at Benefit Cosmetics for the UK and Ireland, I have honed my organisational skills, communication skills, creativity skills and an ability to manage multiple tasks effectively. These skills enable me to work efficiently in any fast paced environment. Learning & Development has always been the area within HR that I have been most interested in due to my passion to drive employee growth and therefore business success. My results-orientated attitude has successfully contributed to the professional development of employees at Benefit Cosmetics through the development of my own training programme and my lead on many roles in the business.

BRANDS WORKED WITH

Benefit Cosmetics

Montfort Communications

Rolls Recruitment

Vuitton

Experience



● Learning & Development Coordinator

Benefit Cosmetics | May 2021 - Now

(October 2022 - Current)

- Created and implemented a new online employee development programme for all UK Retail Staff. This involved independently designing and developing a wide range of training content and keeping this updated and maintained regularly, leading LMS contract negotiation and setup, and tracking candidate progress
- LVMH Certified Facilitator of Unconscious Bias Training: independently trained majority of the Retail Population
- Leading new hire onboarding inductions for UK & Ireland: Head Office, Field and Retail
- Managing all training logistics, including external providers, tracking attendance, gathering training feedback, and managing invoices.
- Running the Apprenticeship programme, including managing the providers, co-ordinating resourcing, negotiating staff contracts, and organising and directing the quarterly review process
- LVMH Ambassador: LVMH Discovery days, EllesVMH days and considered a Rising Star
- Coordinating events with internal & external Stakeholders (e.g. Fresh, MoAD) and key development days (e.g. Advanced Waxing Qualification, CAMP)

HR Graduate

(May 2021 - October 2022)

- Rotation 1: HR Admin (updating databases, contracts, employee relations)
- Rotation 2: Recruitment (Resourcing, Screening, Interviews for Store Staff & Head Office)
- Rotation 3: Learning & Development (Admin Induction Updates, Training on new platform)



● Internship

Montfort Communications | Sep 2019 - Sep 2019

- Internship helping to organise events
- Conducting Market Research for potential new clients
- Monitoring client press releases

● Internship

Rolls Recruitment | Sep 2018 - Sep 2018

- Staff Welfare Manager at Music Events: Resourcing & Management

● Internship

Vuitton | Jun 2018 - Jun 2018

- Intern for Communications Department to expand my knowledge on digital communication

- French to English translations work
- Assisted in organising meetings and presentations

Education & Training

2017 - 2020

● **University of Bristol**

Faculty of Social Science and Law,