

Heather Toth

heather@hr-toth.com • [LinkedIn](#) • +1 720.470.7409 • +44 07445 627591 • Available for US: W2 or 1099 & EU Contracts

Education

Master of Arts, International Human Resource Management

2019 to 2020

University of Westminster - Westminster Business School, UK. Degree Awarded with Merit.

Master of Arts, International Relations

2017 to 2018

Richmond, the American International University in London, UK

Career Experience

People Operations and Administrative Consultant, HR-Toth LLC, Remote

Current Role

I specialize in providing consulting services to businesses in the areas of people operations, administrative support, and project management. I help organizations streamline their operations by offering customized solutions in key areas such as:

- People & Talent Operations: Recruiting, onboarding, and HR processes.
- Project Management: Overseeing and coordinating projects, ensuring timelines, resources, and goals are met.
- Administrative Support: Delivering executive assistant duties, managing schedules, communications, and other administrative tasks to increase organizational efficiency.

People Operations Specialist and EA, Lighthouse Insight, Remote

2023 to 2024

Early-stage consulting start-up. Responsible for tech and business recruiting as well as the selection and management of all HR systems. Lead in charge of establishing and implementing processes for recruiting, immigration, hiring, and onboarding. Also responsible for EA duties for the founder of Lighthouse and two founders of a client company. Duties include calendar management, event planning, travel arrangements, and various tasks.

- Researching, selecting, onboarding, handbook creation, and administration of all HR and project management software
- Created and maintain websites for two parts of the company
- Responsible for the recruitment process and function, including all salary benchmarking
- Project management for various parts of the company

Talent Partner, Element, London, UK (Remote)

2021 to 2023

Responsible for the full cycle recruitment process of multiple teams within the start-up. Also responsible for helping with process implementation and improvements within the talent and people teams, project management within the talent team, and managing the relationships with external recruiting agencies.

- Led hiring for Mobile Engineering (iOS and Android), as well as all business roles
- Overhauled the mobile engineering hiring process which increased the time to hire and overall candidate experience
- Planned and attended recruiting events as well as documenting and implementing a process for future events
- Led the employer branding project with updates to the company LinkedIn page and a plan to overhaul the careers site

Recruiting Coordinator, Apple Inc., California, USA

2014 to **2017**

Coordinated interviews for various engineering organisations and international sites and directed onboarding for Apple SPG. Arranged travel for candidates to interviews, or new hire relocations, international transfers, and parking cases in conjunction with Global Mobility. Organised, attended, and participated in recruitment events. Supported program managers with projects as required. Owned and trained staff on processes for new hires at international site.

Talent Acquisition Coordinator, Sandisk Corporation, California, USA

2013 to **2014**

Organised and prepared interviews and phone screenings for applicants as needed. Performed background and reference checks, generated offer letters, arranged recruiting events, and assisted with onboarding.

Professional Associations and Qualifications

- Level 7 CIPD Qualified (UK Equivalent to SHRM)
- Currently working toward PRINCE2 project management certification
 - EU Passport Holder - Hungary