

Personal Assistant with a HR background

Result-oriented / Structured / Open minded

Karen Søgaard Neiiendam

Born 14-03-1986 in Odense where I grew up
Married to Martin and we have two children



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Professional Profile

I am passionate about ensuring the well-being of the employees in the company. As a support function, I believe it is my task to create value for the company by removing e.g. administrative obstacles that prevent the company's employees from focusing on core tasks.

In my own company, I am responsible for payroll, bookkeeping and annual reports.

My colleagues will say that I am honest, have a high degree of integrity and that I am empathetic. I'm committed, efficient, quality conscious and quick at acquiring new knowledge.

I have amongst other things quality assured contracts, run payroll, served as coordinator of several projects and worked with HR from A-Z. My approach to solving tasks is analytical, structured and result-oriented. I am comfortable being the link between people in different functions. I like being part of a team and I am technically savvy.

Personally, I am a humorous and dedicated human. I am opinionated, quick-witted and have a very realistic and 'down to earth' attitude to the world.

Work Experience

2019 - Present Partner at Neiiendam Consulting

Assignments

- Salary
- AM bookkeeping
- Contracts
- Company annual report
- Tax and VAT settlement
- Insurances and Pension

**NEIENDAM
CONSULTING**

2023 - 2024 Senior People operation Specialist at Columbus

Assignments

- Remaining holiday and maternity leave
- Bamboo Hr system implementation support
- Operations support from a-z

Achievements

- Reporting between HR, Payroll and Finance
- Processes and overview of Leave and maternity leave

Columbus

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- Support of the Organization's HR Operations support from a-z

2022-2023 Senior People Operations Specialist at ZeroNorth

Assignments

- Payment
- Employment contracts standardization
- Union-Agreements
- Clean up and compliance of GDPR
- Employee legal advice

Achievements

- Opening and support of several international offices
- Support from a-z of an organization in strong growth inc. compliance with employment law and GDPR
- Implementation of processes internationally inc. hiring, dismissals, salary and contracts



2021-2022 VP of People Operations at ZeroNorth

Assignments

- Taking the salary in-house and implementation of Zenegy
- Standardization and updating of contracts
- US office support
- Support of recruitment with salary benchmarks
- Implementation of Employer on paper (Oyster)

Achievements

- Implementation of Oyster (Employer on paper)
- Support from a-z of an organization in strong growth inc. compliance with employment law and GDPR
- Implementation of Zenegy (in house salary)



2019-2020 Consultant at Tømrer- og Murerfirmaet Paulsen

Assignments

- Payroll
- Employment contracts standardization
- Union-Agreements
- Clean up and compliance of GDPR
- Employee legal advice

Achievements

- Standardization of employment contracts and personnel papers
- Implementation of processes for new hires and personnel administration
- Compliance with personnel law and union agreements

2017-2019 HR Business Partner at Eniro Denmark

Assignments

- GDPR
- Experience with mass redundancies of employees
- Management support related to employment law, organizational development and change
- Preparation of the staff handbook
- HR administration, incentive structures, statistics and employment contracts
- Implementation of digital contract signing
- Bonus and commission agreements
- Facility support

Achievements

- Implementation of digital signing of contracts
- Mapping and processes of GDPR in DK
- Compliance with personnel law and union agreements



2017- 2017 HR Consultant at Citelum Denmark**Assignments**

- Recruitment from A to Z
- Responsible for payroll processing in BlueGarden's outsourcing solution
- Ensure Citelum complies with the collective agreements, primarily DI
- Responsible for employment contracts and student plans
- Responsible for framework agreements within HR
- Mainly responsible for the MUS process
- Leadership sparring

Achievements

- Management coaching
- Recruitment of a new management team
- Compliance with employment law and union agreements

2015-2017 HR Assistant at Citelum Denmark**Assignments**

- Recruitment, from A to Z including preparation of job postings
- Prepared contracts and amendments to salaried employees under the DI agreement
- Providing and finding information for the HR manager and other project leaders
- Registrations of work hours, holidays, sick days and absence in Excel
- Responsible for payroll and implementation of a new payroll system
- Servicing the organization

Achievements

- Successful implementation of a new payroll system
- Hands on experience with Recruitment
- Experience with creating and handling contracts and amendments
- Answering questions regarding contracts and company policies
- Hands on experience with administration of employees including Excel

2014-2015 Maternity leave with my second child**2013-2013 Internship at NaviPartner**

3 month intern in HR

**Assignments**

- Creation of staff handbook
- Quality assurance of contracts (particularly Danish Employment law)
- Development and implementation of: an introduction program for new employees, an exit interview and an appraisal interview template
- Ad hoc HR tasks including systemization of holiday rules, employee insurance, pension plan on company level, company car regulations, travel insurance, anniversaries and canteen arrangement

Achievements

- Understanding of the importance of staff policies in a business
- Hands on experience with HR
- Experience with the daily operation of a company and personnel administration

2012-2013 Maternity leave with my first child**2010-2012 Student assistant for communication and Knowledge Management at COWI****2010-2010 Project assistant at Welltec**

3 month project employment i HR

Assignments

- International contract coordination, including clarification of questions concerning contracts and Danish legislation, in cooperation with a lawyer
- Updated IT systems including employee master data
- Prepared systems for new HR IT system
- Daily administration of international HR

Achievements

- Hands on experience with ad hoc tasks and administration
 - Experience with business processes in an international company
 - Hands on experience with employment law and contracts
 - Experience with proper storage of employee data, documentation and training
 - Successful at adapting to a constantly changing environment while taking responsibility
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Education

2010-2014	Master in HRM	Master's thesis
	At the Human Resource Management program at CBS. I focused on Personnel & employment law	My Master's thesis was empirical and focused on the motivation of highly specialized employees and the social capital of the company.
2006-2009	BSc Psyc.	Bachelor thesis
	At Business Administration and Psychology.	My thesis was empirical and focused on the implementation of LEAN and communication during the change of processes.

Language skills

Danish	Native
English	Fluent in speaking and good writing
German	Knowledge

IT

Super User: Office (Excel, Word, Powerpoint, Outlook), SharePoint, Google suite
User: Office

Hobbies

In my spare time I like to swim and do outdoor training. Primarily I spend my time with my family and friends. I like dancing jitterbug, which for me is outgoing and energetic.
