

Elise Falmagne

HR Business Partner
Freelance

Highlights & motivation

- 16 years of experiences in HR both in private and social sector as an employee or freelancer
- Deployment of company-wide HR strategies at national level (FR-NL-ENG)
- Recruitment, training & development, facilitation and coaching
- Analysis and optimization of HR processes : I'll make concrete proposal based on rigorous methodologies to ensure a realistic implementation.
- People oriented, diplomatic communication and adaptability skills at all levels of organization.
- Committed and convincing person, I have a great sense of leadership while ensuring all people are onboard.

Experience

Recruitment Consultant @ Keolis Belgium – Freelance (2 years) — Oct. 2021 – Oct. 2023

- Full cycle recruitment for white collars in Belgium : intake, sourcing, screening, follow-up, salary proposal & negociation, onboarding preparation.
- SPOC for the internal partners (HR Business Partner, line manager & direction)
- Partnership and follow-up with external recruitment agencies

HR Consultant & Coach – Self-employed (5,5 years) — May 2018 – Now

Various missions such as:

- HR consulting : recruitment, HR projects, HR administration
- Individual & team coaching
- Training & workshop facilitation

Clients in different sectors: Agence Immobilière Sociale de Bruxelles, La Société Wallonne des eaux, Generation Recruitment, Bebloc ASBL, Maniak Climbing Gym, Stone Age ASBL (sport sector), Technord (construction), Finside advisers (Finance), Bristol Myers Squibb France (Pharmaceutical)

Co-Managing Partner & Office Manager @ Butterfly&CO – Freelance (4 years) — April 2017 – June 2021

- Association with 6 consultants & coaches to offer services dedicated to Change Management & coaching.
- Commercial business support: offers, training's organization, follow up of interventions.
- Communication & event: lay-out, presentations to clients, website, teaching tools.
- General administration & financial reports.
- Training & coaching

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Freelance HR Business Partner

HR Manager @ The Swatch Group Belgium (3,5 years) — Jan. 2014 – June 2017

- Responsible for all soft & hard HR activity (100 employees)
  - Soft HR : recruitment, onboarding, evaluations, trainings, HR policies, well-being at work, fleet management, contact with headquarters in Switzerland.
  - Hard HR : Payroll, yearly budget planning and expense management
- Global HR administration: personnel file, Belgian social legislation, insurance, social documentation
- Various HR Project management such as launch of the retail business in Belgium (store opening).

HR & Office Manager @ Le Foyer Laekenois (6,5 years) — June 2007 – Dec. 2014

- In charge of a team of 9 employees and 4 workers (social department).
- Global HR management & administration: Recruitment, hiring, on boarding, evaluations, individual development plans, trainings, payroll, insurances, …
- Communication and project management: coordination of events, creation of communication tools (website, flyers, book, magazine).

Education

Post-graduate in Management @ Ichec Business Management School (evening classes) — 2012

Master in Sociology @ Catholic University of Louvain — 2001-2006

Aggregation in political, economic and social sciences (High School teacher certification) @ UCL — 2003-2006

Training

ICF Coach @ Coaching Ways Belgium — 2019-2020

Shiftmaker program (change management) @ Butterfly&CO sprl — 2018

Various leadership trainings & supervisions : manager-coach, be motivating leader — 2008-2012

Languages

- French : Mother tongue
- Dutch : Bilingual
- English : Fluent

Technical Skills

Word

Excel

Eblox

Odoo

Personal

- 40 years old (02/06/1983)
- Proud mom of 3 boys
- Love to do family sport and adventures like climbing, hiking and travelling

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