



# Claire Lefeuteun

Executive Coach / HR Consultant / Trainer

📍 Lyon, France

✅ Claire is **Available to work**

[Portfolio link](#)

[View profile on Dweet](#)

## Links

 [LinkedIn](#)

## Work Preference

Location: Not looking to relocate

Pattern: Open to Full time or Part time work

Employment: Freelance Assignments, Hourly Consulting, Permanent Positions

## Skills

Team Cohesion

Empower

Organizational Development

HR Strategy

Transformational Leadership

Change Management

Team Building

## Languages

English (Fluent)

French (Native)

## About

- You are a CEO or a Manager and you need to work on your leadership, your height of view, your self-confidence, ...
- You are a team that wishes to improve its cohesion, its communication and therefore its performance
- You are an organization that question its purpose and wishes to bring out its vision, values and ambitions ...
- You are a company and need advice on strategic or operational HR issues

I offer you a tailor-made support in all your professional transformations.

### BRANDS WORKED WITH

CHANEL

Clear Me Up

Moët Hennessy

Onisep

Poxel

Universal Music

## Experience

### ● Certified Coach / HR Consultant / Trainer

Clear Me Up | Sep 2021 - Now

I support change and transformation of organizations and their people

### ● HR Director

Poxel | Jan 2017 - Jun 2021

- Lead day to day management and strategic direction setting for the HR function including resourcing, development, reward, employee relations and change management
- Proactively develop and implement HR strategy in line with the organisation's objectives, ensuring HR plans support the needs of the business and adapt the organization through change
- Develop HR tools & HR KPIs to implement the strategy and facilitate implementation, follow-up and propose improvements
- Implement and manage key annual processes: salary & bonuses plan, annual appraisal, training plan, people planning
- Handle Covid-19 crisis management

Key achievements to date:

- Audit of the current C&B policy and proposed improvements (LTI plans, job gradings, ...)
- Implementation of POXEL Corporate Meetings, focused on corporate culture, vision & values, and crosscultural environment
- Creation of the HR department (management of three people)



### ● HR Business Partner

CHANEL | Apr 2015 - Aug 2016

\* Source, Recruit & Induction

- Handled the entire recruitment process for corporate positions (sourcing, interviews, offers, ...)
- Handled the induction for each new comer (relocation process, induction program implementation...)
- Managed the administration hiring process and end of services (employment contract, labor card, visa...)

\* Compensation & Benefits

- Handled the salaries & bonuses plan (meeting with the managers, consolidation & follow-up of the increase guidelines, promotions and job re-leveling)
- Managed the HR Budgets (forecasts of the heads and FTE, training costs, recruitment costs,...) the HR activity report on a weekly basis (open positions, new comers, short-term contract, interns...)
- Ensured regular follow-up and analyzed HR KPIs dashboard (turn-over,

seniority, absenteeism,...)

\*HR Processes

- Assessed HR training needs and implemented individual and group training sessions
- Partner with business on workforce planning, talent review, succession planning, and skills assessment and development

\*Employee relation and compliance

- Supported HR Director on all disputes with the employees
- Followed up on changes in labor law and personnel related regulations
  - Ensure internal processes and policy are compliant with local rules and regulations



● **HR Generalist**

Moët Hennessy | Jul 2014 - Apr 2015

\*Attract, Source & Recruit

- Undertook direct search for the recruitment of Junior and Middle Management positions
- Managed all recruitment related administration (initial approach, interview schedules, administration of recruitment tests, reference checking, negative answers...)
- Assisted the Head of HR with the organization of tailor made induction programs
- Sourced and started building relationships with preferred recruiters for the AFME region

\*Train, Develop & Empower

- Supported the implementation, analysis and follow-up of Moët Hennessy employee survey
- Assisted the HRD in the definition and implementation of training plans
- Sourced training providers and relevant development programs in AFME
- Administered HR development tools such as PI, PLI, Cultural Profiles

\*Professionalize the HR Function

- Contributed to the formalization of Country Packs for Africa & Middle East
- Ensured due diligence and compliance (personnel files, etc...)
- Assisted in the formalization of HR procedures (annual leave, etc...)

● **Legal Counsel**

Universal Music | Jan 2006 - Oct 2013

- Managed individual labour relations: employment contracts, breach, disciplinary procedures
- Managed & monitored contracts portfolio: digitals and non digitals activities
- Transfer of rights, licensing, distribution, terms & conditions,...
- Managed prelitigation & litigation



● **Legal and Social Affairs Executive**

Onisep | Apr 2005 - Dec 2005

Manage all IP Legal related activities

## Education & Training

2020 - 2021

● **JBS ECOLE DE COACHING**

Executive Coach, Coaching & Team Building

2014 - 2014

● **CELSA**

Master's Degree majored in "Human Resources & Communication",

2004 - 2005

● **University Paris-Assas**

Master's degree, Multimedia & IT Law

