

STUDENT IN SEARCH OF AN HR INTERNSHIP



LEYA WALTON

Student in HR

CONTACT

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SKILLS

- Proficient in Microsoft 365 applications
- Canva
- Strong communication skills
- Attention to detail
- Experience in recruitment and payroll

LANGUAGES

- English (GCSE Cambridge O Level)
- French (CESS secondary education)
- Dutch (up to B1)

HOBBIES

- Running
- Creative projects (e.g : painting, knitting...)
- Cycling

ABOUT ME

I am a second-year HR student at Henallux (Namur) and am looking for a 6-week internship (February 1 to March 12, 2027, preceded by an orientation day) in human resources administration and payroll management. I am energetic and eager to join your team.

WORK/INTERNSHIP EXPERIENCE

HR Internships



St. John's International school 18/02-10/03/2026

- 3-week HR internship in Waterloo
- Observed recruitment, payroll, and union meetings
- Supported HR administrative tasks
- Created an employee onboarding handbook



Will Pharma 2023 – 2024

- 3-day observation internship at a pharmaceutical company in Wavre
- Interviewed department heads and attended meetings
- Assisted with admin tasks (accounting documents, vehicle coordination)
- Gained insight into cross-department collaboration



Architecture Internship

PERSPECTIV architecten 2022 – 2023

- 3-day observation internship at a restoration architecture firm in Zaventem
- Administrative work (documents, records) for 2 days
- Site visit to an old manor under renovation
- Gained insight into different architecture firms and roles like contractors



Mini Enterprise project

2022-2023

- Completed the mini-entreprise project at secondary school.
- Member of the marketing team for the company "LightsOn!"
- Created lamps from recycled jars

English tutor

2021-present

- Tutor children ages 5-18
- Camp counsellor every summer for pre-schoolers

EDUCATION

Henallux – Namur

2025-present

Bachelor's degree in Human Resources (currently in my second year).



UCLouvain

2024-2025

One year studying Psychology.



Le Verseau – International school

2018-2024

General secondary school diploma (CESS).