BEN SCHMIDT

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as HR Generalist at Maple Care Group.
- Trusted adviser to line managers on day-to-day employee relations.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Amsterdam — **Amsterdam**
BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Maple Care Group — **Austin, TX**
HR Generalist — *Oct 2024 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Shadowed a forklift driver for a day during my induction.

Corran Hotels — **Austin, TX**
HR Advisor — *Mar 2022 – Sept 2024*

- Supported two restructures, including consultation meetings and documentation.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Handled employee relations cases from first meeting to outcome letter for a site of 42 staff.
- Built a training matrix so managers could see mandatory training gaps.

Hollis & Grant Retail — **Austin, TX**
HR Assistant — *Aug 2019 – Feb 2022*

- Coordinated the move to a new performance review cycle across five departments.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Handled TUPE paperwork for a team joining from an acquired business.

INITIATIVES

Line manager training programme

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Hybrid working policy rollout

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

RESEARCH & PUBLICATIONS

Notes on data contracts — **2026**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Welcome days for new staff, SuccessFactors
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at a local food bank twice a month.
- Member of a community choir.

REFERENCE

Callum Khan
HR Director, Westfield Engineering
Contact: callum@example.com