PAVEL IYER

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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 Vale Logistics.
- 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 — *2021*

PROFESSIONAL EXPERIENCE

Vale Logistics — **Chicago, IL**

HR Generalist — *Aug 2025 – Present*

- Handled employee relations cases from first meeting to outcome letter for a site of 59 staff.
- Handled TUPE paperwork for a team joining from an acquired business.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Ran the annual pay review data and checked every letter before it went out.
- Shared my workday routine in a team blog post.

Corran Hotels — **Chicago, IL**

HR Advisor — *Sept 2024 – Jul 2025*

- Built a training matrix so managers could see mandatory training gaps.
- Coordinated the move to a new performance review cycle across five departments.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Supported two restructures, including consultation meetings and documentation.

Maple Care Group — **Chicago, IL**

HR Assistant — *Apr 2023 – Jun 2024*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Ran exit interviews and turned the themes into a quarterly retention report.

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

A case study of workplace surveys — **2023**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Onboarding
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.

- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Hamza Lewis
Senior Lecturer, Brightside Schools Trust
Contact: hamza@example.com