RANIA BRENNAN

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor at Lantern Housing.
- 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 Leeds — **Leeds**

BA Human Resource Management — *2013*

PROFESSIONAL EXPERIENCE

Lantern Housing — **Austin, TX**

Senior HR Advisor — *Aug 2024 – Present*

- 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.
- Built a training matrix so managers could see mandatory training gaps.
- Coordinated the move to a new performance review cycle across five departments.
- Recruitment drive volunteer: put up posters at the job centre.

Westfield Engineering — **Austin, TX**

People Partner — *May 2022 – Jul 2024*

- Handled employee relations cases from first meeting to outcome letter for a site of 46 staff.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Supported two restructures, including consultation meetings and documentation.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

Corran Hotels — **Austin, TX**

People Coordinator — *Dec 2019 – Feb 2022*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Brightside Schools Trust — **Austin, TX**

People Coordinator — *Feb 2017 – Sept 2019*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Ran the annual pay review data and checked every letter before it went out.

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 shift scheduling — **2023**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: SuccessFactors Learning
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Volunteer at a local food bank twice a month.
- Member of a community choir.
- Gave a talk on Kafka's short stories at the library.

REFERENCE

Mei Russo
HR Director, Maple Care Group
Contact: mei@example.com