YASMIN MORENO

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as Senior HR Advisor 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 — *2020*

PROFESSIONAL EXPERIENCE

Vale Logistics — **Sydney, NSW**
Senior HR Advisor — *Feb 2025 – Present*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Handled TUPE paperwork for a team joining from an acquired business.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Coordinated the move to a new performance review cycle across five departments.
- Owned Recruitment for warehouse and office roles, from advert to offer.

Westfield Engineering — **Sydney, NSW**
People Partner — *Feb 2023 – Nov 2024*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Built a training matrix so managers could see mandatory training gaps.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Wrote and delivered a line-manager briefing on flexible working requests.

Hollis & Grant Retail — **Sydney, NSW**
People Coordinator — *Oct 2021 – Feb 2023*

- Handled employee relations cases from first meeting to outcome letter for a site of 38 staff.
- 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.

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.

TECHNICAL SKILLS

HR systems & practice: Workday HR suite
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

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

REFERENCE

Omar Vega
Head of Operations, Ardent Manufacturing

Contact: omar@example.com