ANANYA MENDES

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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 Sydney — **Sydney**
BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Maple Care Group — **Chicago, IL**
HR Generalist — *Jul 2024 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Handled employee relations cases from first meeting to outcome letter for a site of 60 staff.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Administered employee data and org charts in SuccessFactors.

Corran Hotels — **Chicago, IL**
HR Advisor — *Jan 2022 – Jun 2024*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Coordinated the move to a new performance review cycle across five departments.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

Brightside Schools Trust — **Chicago, IL**
HR Assistant — *Sept 2019 – Jan 2022*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Supported two restructures, including consultation meetings and documentation.
- 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

A case study of shift scheduling — **2022**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

Recruitment

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.

- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Yasmin Moreno
HR Director, Brightside Schools Trust
Contact: yasmin@example.com