ZARA 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 HR Generalist at Westfield Engineering.
- 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 Toronto — **Toronto**
BA Human Resource Management — *2021*

PROFESSIONAL EXPERIENCE

Westfield Engineering — **Denver, CO**
HR Generalist — *Jan 2026 – Present*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- 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.
- Built a training matrix so managers could see mandatory training gaps.

Ardent Manufacturing — **Denver, CO**
HR Advisor — *Apr 2025 – Oct 2025*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Supported two restructures, including consultation meetings and documentation.
- Ran the annual pay review data and checked every letter before it went out.

Brightside Schools Trust — **Denver, CO**
HR Assistant — *Jun 2024 – Mar 2025*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Coordinated the move to a new performance review cycle across five departments.

Westfield Engineering — **Denver, CO**
HR Assistant — *Jun 2023 – Apr 2024*

- Handled TUPE paperwork for a team joining from an acquired business.
- Handled employee relations cases from first meeting to outcome letter for a site of 22 staff.

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

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

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

REFERENCE

Xin Okafor
Head of Operations, Lantern Housing
Contact: xin@example.com