MARIAM REYES

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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 Brightside Schools Trust.
- 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

DePaul University — **Chicago, IL**

BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Brightside Schools Trust — **Sydney, NSW**

Senior HR Advisor — *Sept 2025 – Present*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Coordinated the move to a new performance review cycle across five departments.
- Wrote and delivered a line-manager briefing on flexible working requests.
- 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.

Westfield Engineering — **Sydney, NSW**

People Partner — *Mar 2024 – Jul 2025*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Handled employee relations cases from first meeting to outcome letter for a site of 34 staff.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Brightside Schools Trust — **Sydney, NSW**

People Coordinator — *Aug 2022 – Mar 2024*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Supported two restructures, including consultation meetings and documentation.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

Brightside Schools Trust — **Sydney, NSW**

People Coordinator — *Sept 2020 – May 2022*

- Built a training matrix so managers could see mandatory training gaps.
- 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.

TECHNICAL SKILLS

HR systems & practice: Interview scheduling and offers, Workdy
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Organiser of a monthly running club with around 30 members.

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

REFERENCE

Kirsten Johansson
HR Director, Hollis & Grant Retail
Contact: kirsten@example.com