IDA 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 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

TU Berlin — **Berlin**

BA Human Resource Management — *2019*

PROFESSIONAL EXPERIENCE

Vale Logistics — **Chicago, IL**

Senior HR Advisor — *Oct 2025 – Present*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Built a training matrix so managers could see mandatory training gaps.
- Rewrote the employee handbook and got it signed off by the leadership team.

Maple Care Group — **Chicago, IL**

People Partner — *Sept 2024 – Aug 2025*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Handled employee relations cases from first meeting to outcome letter for a site of 55 staff.
- Coordinated the move to a new performance review cycle across five departments.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Brightside Schools Trust — **Chicago, IL**

People Coordinator — *Aug 2023 – Jun 2024*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Supported two restructures, including consultation meetings and documentation.

Lantern Housing — **Chicago, IL**

People Coordinator — *Nov 2022 – Jun 2023*

- Ran the annual pay review data and checked every letter before it went out.
- 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

Notes on incident reviews — **2024**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Hiring pipeline management, 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

- Volunteer at a local food bank twice a month.
- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Luca Khan
Engineering Manager, Hollis & Grant Retail
Contact: luca@example.com