KIRSTEN SCHMIDT

kirsten.schmidt89@example.com • +1 416 555 0197 • linkedin.com/in/kirsten-schmidt • Toronto, ON, Canada

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 2 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 Texas at Austin — **Austin, TX**

BA Human Resource Management — *2022*

PROFESSIONAL EXPERIENCE

Vale Logistics — **Toronto, ON**

Senior HR Advisor — *Aug 2025 – Present*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- 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.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Supported two restructures, including consultation meetings and documentation.
- Owned Recruitment for warehouse and office roles, from advert to offer.

Vale Logistics — **Toronto, ON**

People Partner — *Jul 2024 – Jun 2025*

- Coordinated the move to a new performance review cycle across five departments.
- Built a training matrix so managers could see mandatory training gaps.
- Handled employee relations cases from first meeting to outcome letter for a site of 25 staff.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

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

General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent), German (B2)

BambooHR

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

REFERENCE

Vera Schmidt
Head of Operations, Vale Logistics
Contact: vera@example.com