NADIA CLARKE

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as Senior HR Advisor 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 Amsterdam — **Amsterdam**

BA Human Resource Management — *2016*

PROFESSIONAL EXPERIENCE

Maple Care Group — **London**

Senior HR Advisor — *Nov 2023 – Present*

- 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 60 staff.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Handled TUPE paperwork for a team joining from an acquired business.
- Watched a SuccessFactors demo at a trade show.

Ardent Manufacturing — **London**

People Partner — *Sept 2020 – Sept 2023*

- Built a training matrix so managers could see mandatory training gaps.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Ran the annual pay review data and checked every letter before it went out.

Brightside Schools Trust — **London**

People Coordinator — *Sept 2017 – Jul 2020*

- Wrote and delivered a line-manager briefing on flexible working requests.
- Supported two restructures, including consultation meetings and documentation.
- Coordinated the move to a new performance review cycle across five departments.

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: Recruitmetn
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Native), Spanish (Conversational)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.

REFERENCE

Yuki Rossi

Engineering Manager, Hollis & Grant Retail
Contact: yuki@example.com