UMAR SCHMIDT

umar.schmidt57@example.com • +61 2 5550 0131 • linkedin.com/in/umar-schmidt • Sydney, NSW, Australia

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as HR Generalist at Corran Hotels.
- 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 — *2013*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Sydney, NSW**

HR Generalist — *Oct 2023 – Present*

- Coordinated the move to a new performance review cycle across five departments.
- Supported two restructures, including consultation meetings and documentation.
- Built a training matrix so managers could see mandatory training gaps.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Westfield Engineering — **Sydney, NSW**

HR Advisor — *Feb 2020 – Jul 2023*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Handled employee relations cases from first meeting to outcome letter for a site of 30 staff.
- Rewrote the employee handbook and got it signed off by the leadership team.

Lantern Housing — **Sydney, NSW**

HR Assistant — *Feb 2017 – Dec 2019*

- Wrote and delivered a line-manager briefing on flexible working requests.
- Ran the annual pay review data and checked every letter before it went out.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

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: HiBob
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

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Omar Novak
Head of Operations, Lantern Housing
Contact: omar@example.com