JOAQUIN OKAFOR

joaquin.okafor28@example.com • +61 2 5550 0933 • linkedin.com/in/joaquin-okafor • Sydney, NSW, Australia

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as HR Generalist 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

Sheffield Hallam University — **Sheffield**
BA Human Resource Management — *2020*

PROFESSIONAL EXPERIENCE

Brightside Schools Trust — **Sydney, NSW**
HR Generalist — *Oct 2025 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Handled employee relations cases from first meeting to outcome letter for a site of 38 staff.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Wrote and delivered a line-manager briefing on flexible working requests.

Brightside Schools Trust — **Sydney, NSW**
HR Advisor — *Jul 2024 – Oct 2025*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Built a training matrix so managers could see mandatory training gaps.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

Vale Logistics — **Sydney, NSW**
HR Assistant — *Feb 2023 – May 2024*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Handled TUPE paperwork for a team joining from an acquired business.

Lantern Housing — **Sydney, NSW**
HR Assistant — *Apr 2021 – Dec 2022*

- Supported two restructures, including consultation meetings and documentation.
- Kept the HR dashboard on headcount, turnover and absence up to date.

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: Onboarding
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.

REFERENCE

Xin Chen
HR Director, Westfield Engineering
Contact: xin@example.com