AISHA IBRAHIM

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SUMMARY OF QUALIFICATIONS

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

DePaul University — **Chicago, IL**

BA Human Resource Management — *2019*

PROFESSIONAL EXPERIENCE

Vale Logistics — **Lisbon**

HR Generalist — *Sept 2024 – Present*

- Handled TUPE paperwork for a team joining from an acquired business.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Built a training matrix so managers could see mandatory training gaps.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Brightside Schools Trust — **Lisbon**

HR Advisor — *May 2022 – Jun 2024*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

Corran Hotels — **Lisbon**

HR Assistant — *Jul 2019 – May 2022*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Handled employee relations cases from first meeting to outcome letter for a site of 48 staff.
- Supported two restructures, including consultation meetings and documentation.

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

SuccessFactors

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

REFERENCE

Liam Jensen
Senior Lecturer, Brightside Schools Trust
Contact: liam@example.com