NADIA ALI

nadia.ali73@example.com • +1 303 555 0117 • linkedin.com/in/nadia-ali • Denver, CO, United States

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 Texas at Austin — **Austin, TX**

BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Maple Care Group — **Denver, CO**

Senior HR Advisor — *Dec 2024 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Ran exit interviews and turned the themes into a quarterly retention report.
- 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 11 staff.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Administered employee data and org charts in SuccessFactors.
- Shadowed a forklift driver for a day during my induction.

Brightside Schools Trust — **Denver, CO**

People Partner — *Aug 2022 – Sept 2024*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Handled TUPE paperwork for a team joining from an acquired business.
- Wrote and delivered a line-manager briefing on flexible working requests.

Hollis & Grant Retail — **Denver, CO**

People Coordinator — *Dec 2019 – Jul 2022*

- Built a training matrix so managers could see mandatory training gaps.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Rewrote the employee handbook and got it signed off by the leadership team.

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 (Fluent), German (B2)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Volunteer at a local food bank twice a month.

REFERENCE

Xin Andersen
Engineering Manager, Vale Logistics
Contact: xin@example.com