KEIRA REYES

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as HR Generalist at Ardent Manufacturing.
- 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 — *2014*

PROFESSIONAL EXPERIENCE

Ardent Manufacturing — **Amsterdam**

HR Generalist — *Aug 2024 – Present*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Ran the annual pay review data and checked every letter before it went out.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Ran Onboarding for every new joiner, including first-week plans.

Vale Logistics — **Amsterdam**

HR Advisor — *Oct 2021 – Jul 2024*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Built a training matrix so managers could see mandatory training gaps.
- Handled TUPE paperwork for a team joining from an acquired business.
- Handled employee relations cases from first meeting to outcome letter for a site of 22 staff.

Corran Hotels — **Amsterdam**

HR Assistant — *Dec 2018 – Jul 2021*

- Wrote and delivered a line-manager briefing on flexible working requests.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Supported two restructures, including consultation meetings and documentation.

Corran Hotels — **Amsterdam**

HR Assistant — *Oct 2016 – Nov 2018*

- Coordinated the move to a new performance review cycle across five departments.
- 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: BambooH R
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

- Member of a community choir.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Hannah Schmidt
Engineering Manager, Ardent Manufacturing
Contact: hannah@example.com