VERA YILMAZ

vera.yilmaz87@example.com • +1 312 555 0152 • linkedin.com/in/vera-yilmaz • Chicago, IL, United States

SUMMARY OF QUALIFICATIONS

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

Leeds Beckett University — **Leeds**
BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Westfield Engineering — **Chicago, IL**
HR Generalist — *Jan 2025 – Present*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Coordinated the move to a new performance review cycle across five departments.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Supported two restructures, including consultation meetings and documentation.
- Owned Recruitment for warehouse and office roles, from advert to offer.

Maple Care Group — **Chicago, IL**
HR Advisor — *Feb 2023 – Nov 2024*

- 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 13 staff.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Brightside Schools Trust — **Chicago, IL**
HR Assistant — *Feb 2021 – Dec 2022*

- Built a training matrix so managers could see mandatory training gaps.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Handled TUPE paperwork for a team joining from an acquired business.

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.

RESEARCH & PUBLICATIONS

Lessons from shift scheduling — **2024**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

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

HiBob

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.
- Volunteer at a local food bank twice a month.

REFERENCE

Priya Moreno
Head of Operations, Westfield Engineering
Contact: priya@example.com