SOFIA MURPHY

sofia.murphy82@example.com • +1 312 555 0147 • linkedin.com/in/sofia-murphy • Chicago, IL, United States

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 2 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

University of Leeds — **Leeds**

BA Human Resource Management — *2022*

PROFESSIONAL EXPERIENCE

Brightside Schools Trust — **Chicago, IL**

HR Generalist — *May 2026 – Present*

- Handled employee relations cases from first meeting to outcome letter for a site of 40 staff.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Handled TUPE paperwork for a team joining from an acquired business.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

Lantern Housing — **Chicago, IL**

HR Advisor — *Oct 2025 – May 2026*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Built a training matrix so managers could see mandatory training gaps.
- Ran the annual pay review data and checked every letter before it went out.
- 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: Recruitment, Onboarding, Bob (HiBob) HRIS
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

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Volunteer at a local food bank twice a month.

REFERENCE

Mei Vega
Senior Lecturer, Ardent Manufacturing
Contact: mei@example.com