DARA SILVA

dara.silva52@example.com • +1 303 555 0138 • linkedin.com/in/dara-silva • Denver, CO, United States

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor 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

Leeds Beckett University — **Leeds**
BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Brightside Schools Trust — **Denver, CO**
Senior HR Advisor — *Jul 2025 – Present*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Supported two restructures, including consultation meetings and documentation.
- Coordinated the move to a new performance review cycle across five departments.

Brightside Schools Trust — **Denver, CO**
People Partner — *Dec 2023 – May 2025*

- Handled employee relations cases from first meeting to outcome letter for a site of 28 staff.
- Built a training matrix so managers could see mandatory training gaps.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Wrote and delivered a line-manager briefing on flexible working requests.

Lantern Housing — **Denver, CO**
People Coordinator — *Dec 2021 – Dec 2023*

- Ran the annual pay review data and checked every letter before it went out.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Handled TUPE paperwork for a team joining from an acquired business.

Lantern Housing — **Denver, CO**
People Coordinator — *Feb 2020 – Sept 2021*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

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

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

Recruitment Onboarding

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

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

- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Ida Schmidt
Head of Operations, Brightside Schools Trust
Contact: ida@example.com