IDA YILMAZ

ida.yilmaz52@example.com • +1 303 555 0120 • linkedin.com/in/ida-yilmaz • 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 Corran Hotels.
- 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 — *2019*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Denver, CO**
Senior HR Advisor — *Mar 2025 – Present*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Handled TUPE paperwork for a team joining from an acquired business.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Handled employee relations cases from first meeting to outcome letter for a site of 19 staff.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

Corran Hotels — **Denver, CO**
People Partner — *Oct 2023 – Mar 2025*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Supported two restructures, including consultation meetings and documentation.
- Coordinated the move to a new performance review cycle across five departments.

Vale Logistics — **Denver, CO**
People Coordinator — *Nov 2021 – Jul 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.
- 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, Workdy
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

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

REFERENCE

Nikhil Moreno
Engineering Manager, Lantern Housing

Contact: nikhil@example.com