

# JANE DOE

## Human Resources Generalist

Professional, adaptable, and motivated Human Resource professional looking to utilise skills and experience in a People & Culture / Human Resources Advisor role.

### PROFESSIONAL PROFILE

- Human Resources professional with two years of progressive HR experience.
- Possess a Bachelor's degree in Philosophy and Psychology and Graduate Diplomas in both Human Resources and Employment Relations and Communication Management.
- Recognized competencies: Recruitment, Organizational Change, HR Process Improvement, Employee Experience & Wellbeing, and Diversity & Inclusion.
- Human Resources Professionals Association (HRPA) member.
- Proven ability to build and maintain effective working relationships with a wide range of stakeholders.
- Proficient with Microsoft Office and Google Suite.
- Exceptional interpersonal and communication skills.
- Excellent planning, organization, and time-management skills.
- High level of professional and moral integrity, especially when dealing with sensitive and confidential issues.

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### EMPLOYMENT HISTORY

#### **People and Capability Advisor – fixed term | July 2022 – Nov 2022**

##### TalentSphere Consulting (Novaterra)

- Led change management initiative – including collating and analysing data, preparing HR documentation and reports, and supporting the redundancy process.
- Provided strategic advice to people leaders on HR processes and employment legislation, empowering leaders to manage their teams.
- Coordinated HR administrative tasks, including file management, recruitment, on-boarding and offboarding.
- Successfully met tight organisational change deadlines whilst maintaining work to a high standard resulting in a reduction over \$1M of expenses for the organisation.

#### **Centre Manager – Labour, Employment and Work | Feb 2022 – June 2022**

##### XYZ University of Novaterra (Novaterra)

- Developed and maintained the Collective Agreements Database (SQL).
- Managed of research assistants, including directing workload, assigning of tasks, monitoring performance as well as the recruiting, and training new staff.
- Managed strategic events and activities.
- Cultivated and maintained relationships with key stakeholders.
- Managed budgets and operations for the centre's grants and projects.

**Human Resources Administrator – fixed term | July 2021 – Jan 2022**

XYZ University of Wellington (Novaterra)

- Provided a 'tier 1' support and guidance on HR processes, systems, and work practices, with a customer centric approach.
- Led recruitment including – writing/posting jobs vacancies online and managing application documents.
- Prepared employment documents (e.g. certificates of service, adjunct request forms).
- Successfully completed project-based work to assist with the HR transitional processes (e.g. digitising application form to gather EEO data).

**Human Resources Administrator | Dec 2020 – June 2021**

Apex Consulting (Novaterra)

- Led recruitment including updating job descriptions, posting vacancies online, and managing application documents. Coordinated interviews and correspondence with candidates.
- Conducted pre-employment checks of all new employees and volunteers.
- Prepared employment documents including employment contracts, letter of offers, contract variations.
- Managed the induction process for new employees.
- Coordinated people and culture events/activities.
- Organized monthly training events which increased employee engagement by 50%.

**Events Coordinator | Apr 2018 – Mar 2020**

Novaterra Education Institute -(Novaterra)

**Domestic Student Recruitment and Events Manager | May 2016 – Apr 2018**

Media Design Institute (Novaterra)

**Research and Programme Administrator | Oct 2014 – May 2016**

Cassey University – School of Nursing home (Novaterra)

**Travel Expert | Jan 2014 – Oct 2014**

GTA Travel (Novaterra)

**On-board Tour Guide | Apr 2012 – Oct 2013**

Roundabout (Dynamic Travel – Europe)

**Academic Administrator/Advisor | Apr 2009 – Dec 2011**

Cassey University – School of Psychology (Novaterra)

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**EDUCATION**

Graduate Diploma of Commerce – Human Resources and Employment Relations

Graduate Diploma of Business Studies – Communication Management

Bachelor of Arts – Psychology and Philosophy

