

## Summary of Skills

Strategic HR Leadership	Talent Acquisition, Workforce Planning & EVP	Employee Relations	Technology & Process Optimization
Provided hands-on, strategic HR leadership in both unionized and non-unionized environments, partnering with executives to align HR strategy with business goals.	Led end-to-end recruitment, hiring strategy, and workforce planning, revamping the Employee Value Proposition to enhance benefits, optimize total rewards, and drive engagement.	Oversaw and advised on employee relations, conflict resolution, investigations, terminations, layoffs, and collective agreement compliance, to mitigate risk and maintain a positive, inclusive workplace culture.	Oversaw HRIS management, improving data integrity, payroll accuracy, onboarding, recruitment, and learning management processes to support scalable, efficient HR operations.

## Work Experience

### HR Manager | [Losani Homes](#)

Feb 2025 - Present

- Provided hands-on, strategic HR leadership for a workforce of 120 unionized and non-unionized employees, overseeing the full employee lifecycle while ensuring alignment with business objectives, collective agreements, and employment legislation.
- Led talent acquisition and workforce planning strategies, including headcount forecasting, recruitment budgeting, and talent pipeline development, ensuring the organization attracts, retains, and develops critical talent.
- Established and governed HR policies, frameworks, and governance standards; advised executive leadership on employee relations strategy, complex investigations, and conflict resolution to mitigate risk and promote a high-performing, compliant culture.
- Designed and implemented a comprehensive performance management strategy, leading annual and semi-annual review cycles, leadership calibration, and manager enablement to strengthen accountability and organizational effectiveness.
- Directed the development and rollout of standardized leave management policies and processes, ensuring legislative compliance and consistent application.
- Served as a senior advisor in partnership with legal counsel on terminations, restructures, layoffs, disciplinary actions, offer letters, and employment agreements, proactively reducing legal and reputational risk.
- Led the strategic redesign of the Employee Value Proposition (EVP) by optimizing total rewards spend and reinvesting savings to enhance benefits offerings, including improved health coverage and RRSP programs, driving engagement and retention.
- Sponsored and led the HRIS evaluation and vendor selection process, defining future-state HR capabilities, leading stakeholder alignment, and laying the foundation for scalable, data-driven HR operations.
- Oversaw and validated bi-weekly payroll process, supervised year-end payroll procedures.

### Director, Talent Acquisition | [Empowrix Services Inc.](#)

Jan 2024 - Feb 2025

- Lead the agency's overall recruitment approach by setting targets, identifying market opportunities, and aligning strategies with client needs and industry trends.
- Identify new market opportunities, build partnerships, and lead outreach efforts to grow the client base.
- Optimize recruitment processes and talent pipelines by implementing data-driven strategies, enhancing candidate experience, and improving time-to-hire metrics.

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## Work Experience (Continued)

### HR Business Partner | [Myer Salit Ltd.](#)

**Dec 2022 - Jan 2024**

- Oversaw recruitment in the GTA, for 4 manufacturing plants, ensuring adequate staffing levels for production roles including general laborers, drivers, painters, and welders.
- Led employee relations matters across 4 sites and 400 employees, including harassment, and violence investigations, administering disciplinary actions, documentation, and letters when necessary.
- Acted as a liaison between employees and management, facilitating open communication and addressing employee concerns, including return-to-work management.
- Conducted comprehensive new hire orientations, covering company code of conduct, team introductions, scheduling procedures, and onboarding into HRIS systems.
- Handled layoff, recall, and termination processes; provided guidance to managers on fair labour practice procedures.

### Human Resources Specialist | [Woodgrove Technologies Inc.](#)

**Dec 2021 - Dec 2022**

- Oversaw full-cycle recruitment for a range of technical and managerial roles across 7 departments, encompassing engineering (chemical, mechanical, and software), project management, and other key functions.
- Successfully designed and executed a bi-annual performance management initiative. Aligned with senior stakeholders to develop measurable SMART goals, driving employee performance and development.
- Successfully spearheaded recruitment efforts, significantly improving hiring efficiency for critical roles in project management, chemical engineering, and software engineering.

### Human Resources Intern | [Halton CAS](#)

**Mar 2021 – Dec 2021**

- Responsible for executing full-cycle recruitment processes within a unionized environment.
- Coordinated and led new employee onboarding activities, including leading orientation sessions, scheduling training sessions, and facilitating introductions to team members.

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## Education

**Bachelor of Commerce - Human Resources Management (High Honours)**  
Seneca College of Applied Arts & Technology

**September 2018 – May 2022**

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## Awards & Volunteer Experience

### Female Entrepreneurship Award

Seneca College | Toronto, ON

**September 2018 – May 2022**

### SMILE Mentor

HELIX Incubator Seneca | Toronto, ON

**May 2019 – June 2019**

### Community Outreach Public Speaker

JACS | North York, ON

**May 2019 – June 2019**

### HRPA Mentor

HRPA | Ontario

**Jan 2025 – Present**

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## Technical Skills & Certifications

- Six Sigma Certified - CSSC (Jan 2021)
- Conducting Workplace Investigations Training (June 2023)
- Power BI
- Power Automate / Workflow Automation
- HTML / CSS / Basic Coding (Python, Java)
- MS Dynamics 365
- Salesforce CRM
- 10 + years proficient in MS Office, Access, Outlook, Excel, Teams, etc.
- CHRP (HRPA) March 2025 - Present
- Dayforce HCM Core & Payroll Certification
- Dayforce Recruiting & Onboarding Certification
- CoPilot, AI, and ChatGPT