

Ashleigh Tuvera

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Career Objective

I am looking for Career Opportunities to apply core competencies such as Communication, Adaptability, and Creativity developed from University and professional experience to help organisation value to their stakeholders.

Employment History

Human Resources Advisor

National Jet Express (May 2023 – Present)

National Jet Express, is a leading specialist aviation operator in Australia operated by customer-service focused crew to provide fly-in, fly-out (FIFO) services and private charter services.

Key Responsibilities:

- Action critical HR processes that are part of the employee life-cycle, such as onboarding, change of terms, probation, promotions, performance management and offboarding.
- Interpreting and providing advise on EBA, Awards, NES, Fair work or Internal Policy matters.
- Provide secretariat support during Enterprise Bargaining Negotiations.
- Assigning daily responsibilities to the HR Assistants to ensure operational efficiency.
- Creation of policies and procedures to guide internal stakeholders of relevant processes and action items.
- Management of HRIS and production of pertinent reports via iChris
- Lead and participate in HR projects, demonstrating meticulous attention to detail and innovative thinking.
- Promote change and continuous improvement activities to enhance HR practices.
- Produce analytical reports to assist hiring manager gauge company's performance, identify and address business challenges, drawing meaningful conclusions and providing actionable recommendations using PowerBI
- Deliver training sessions as necessary to impart knowledge and skills to new staff members

HR Graduate and Support Partner

City of Swan (May 2022 – May 2023)

The City of Swan covers the largest local government area within metropolitan Perth and is one of the fastest growing urban corridors in Australia. Company Size: 1000+

Key Responsibilities:

- Conducting research on employee, legislation, compliance matters and provide relevant information and recommendations for decision making.
- Preparation of HR reports, information guides, memorandum, and presentations that is used to inform and assist in the decision making of various stakeholders (i.e., Salary Survey, Enterprise Bargaining Agreement, HR Performance metrics, etc.).
- Production of monthly HR Performance Metrics using PowerBI to track the major issues, wins for the month, and improvement opportunities.
- Facilitated the on boarding and pre-employment checks of over 200+ new employees, direct appointees and extended employees across all business units (i.e., Permanent, Fixed-Term, Casual, and Leisure Casual) in accordance to City's compliance standard, legislation, and Recruitment Process.

- Processed and prepared all documentation with regards to employee related movement - employment contracts, flexible work arrangements, funding for non-office requests, temporary agency recruits, change of terms, and higher duties.
- Manage and act as the first point of contact for any general HR/Inquiries including: HR Guidelines, Policies, Forms to be used for various requests).
- High level of engagement and experience in using internal and external HR systems (i.e., Technology One, Big Red Sky, Sharepoint)

Technology One experienced functions:

1. HR Administrator – all functions related to employee management i.e., employee information, employment details, payroll details, work pattern, accreditations, ECM document management
 2. Organisation Management – all functions position management, i.e., org hierarchy, position title, salary level, direct reports, manager
 3. Supply Chain – all functions related to HR's supply chain management, i.e., raise new contracts, management of HR related payment requisition
- Liaise with the OSH team on Fitness for work checks and coordinate the City's drug and alcohol testing processes.
 - Report on the volume of transactional activities and analyse trends for weekly team meetings.
 - Major involvement in HR process review that resulted in 25% efficiency gain

Human Resource Administrator

Insight (December 2021 – May 2022)

Insight is a Fortune 500-ranked global provider of Digital Innovation, Cloud + Data Centre Transformation, Connected Workforce, and Supply Chain Optimization solutions and services

Key Responsibilities:

- Involved in the strategizing of recruitment strategies to attract high-calibre candidates in the highly competitive IT Market.
- Implementing employee retention programs and initiatives to engage all staff members and various business stakeholders (e.g., New Starters Meetup, Virtual Pizza Party, Virtual Brunch, Tea-Catch Up with Colleagues).
- Responsible for organizing and conduct of inductions for newly hired staff members.
- Preparation and Issuance of hiring documents (e.g., Contract of Employment, Terms and Conditions of Employment, Fair Work Standard).
- Ensures employee compliance with Client requirements (e.g., Fit to work, Required Vaccinations, Police Checks, VEVO Checks, etc.).
- Onboarding and Offboarding of new staff members to the client portal using SAP – SuccessFactors
- Supporting the Recruitment team by conducting background checks.
- Responsible for office facilities management and event management.

Human Resource Officer

Office of the President of the Philippines (Feb 2018- Feb 2020)

Worked under Presidential Management Staff, an agency that is tasked to manage the development and formulation of the projects and policies of the Office of the President. Company Size: 400+

Key Responsibilities:

- Responsible for the recruitment of Contract of Service Personnel, Contractual Staff, and Regular Employees)
 - Advertising Vacancies on National Website and Company Website to attract candidates.
 - Conducted Resume Screening and Initial Interviews of Applicants.
 - Administered Online Examination and Skills Test to Applicants.
 - Maintain Applicant Database

- Organized In-house Training and Identified External Training opportunities suitable to fill in the competency gaps and update industry knowledge of the personnel.
 - Conducted Performance Appraisal of personnel to determine whether they have achieved individual and organizational goals.
 - Analysed employees' strengths based on performance appraisal results and strategically deployed them to various units where their skills will be better utilized.
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Educational History

Master of Management Curtin University

(Feb 2020-Dec 2021)

GPA: 80.56 (High Distinction)

Major Awards:

- **Curtin Faculty of Business and Law High Achiever**
 - Professional Development program for the Faculty's exceptionally performing and motivated students - Membership to the program is by invitation only and through a rigorous selection process.

Saint Louis University (2013-2017)

Bachelor of Science in Psychology GPA:

88.90 (with High Honors)

- Studied subjects relating to human, organization, and community behaviour.
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References:

Available upon request