# Anika Patel

Human Resources Advisor

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Professional Summary

Human Resources Advisor with 8+ years of experience supporting staffing, classification, and employee relations in federal organizations. Skilled in HRIS, collective agreements, and staffing frameworks.

Core Competencies

- Staffing and Recruitment  
- Classification  
- Labour Relations  
- HRIS (PeopleSoft)  
- GC HR Processes  
- Onboarding and Training

Professional Experience

HR Advisor

Health Canada, Ottawa, ON

Jan 2020 - Present

- Manage internal staffing processes and advise managers on classification decisions.

- Lead onboarding for new hires and maintain employee records in HRIS.

HR Assistant

Canadian Institutes of Health Research, Ottawa, ON

Aug 2016 - Dec 2019

- Supported HR officers in preparing job posters and screening applications.

Education

Bachelor of Commerce, Human Resources

University of Ottawa, Ottawa, ON | 2015