Nadia Haddad-Fraser

HR Generalist | Human Resources Advisor

nadia.haddadfraser@email.example • (416) 555-0183

PROFESSIONAL SUMMARY

HR generalist with six years supporting employees and managers in distribution and retail operations across Ontario and Quebec. Handles investigations, accommodation requests, onboarding and performance processes, and keeps practices aligned with employment standards and health and safety law. Bilingual in English and French, CHRP designation holder.

PROFESSIONAL EXPERIENCE

HR Generalist *Mar 2023 — Present*

Lakeshore Grocery Distribution · Toronto, ON

- Serve as HR partner for two distribution centres with about 450 employees, advising supervisors on attendance, discipline and accommodation cases.
- Conducted 18 workplace harassment investigations under the company policy and provincial requirements, writing findings that withstood union and legal review.
- Rolled out a return-to-work program with the health and safety committee, shortening the average time injured employees spent off work.
- Moved onboarding paperwork into Dayforce, cutting manual data entry and getting new hires paid correctly from their first pay period.

Human Resources Advisor *Jun 2020 — Feb 2023*

Maplebrook Home Retail · Montréal, QC

- Supported 11 retail stores in Quebec and eastern Ontario on hiring, scheduling disputes and performance plans, in French and English.
- Updated the employee handbook for Quebec standards and French language requirements, then trained store managers on the changes.
- Ran exit interviews and turnover reporting that identified scheduling as the main reason part-time staff left, leading to a new shift-swap policy.

EDUCATION

Bachelor of Commerce, Human Resources Management — St. Lawrence Valley University *2020*

SKILLS

Technical: Employee relations, Workplace investigations, Accommodation and return to work, Ontario ESA, Occupational health and safety, Performance management, Dayforce, Onboarding, Policy writing, Manager coaching, French and English, HR reporting

Certifications: Certified Human Resources Professional (CHRP), HRPA