

Anu Ayanleke

Grande Prairie, AB | 506-229-2019 | anu_ayanleke@yahoo.com

Professional Summary

Experienced HR Generalist with a strong background in managing human resources across diverse sectors. Proficient in HRIS and known for improving employee engagement and streamlining HR operations. Holds an MBA in Business Administration with certifications in change management, recruitment, and employee benefits administration.

Core Competencies

- Employee Relations
- Recruitment and On-Boarding
- Disability Management
- Change Management
- Performance Management
- Policy Development & Regulatory Compliance
- Learning & Development
- HR Information Systems (HRIS)
- Conflict Resolution & Mediation
- Compensation & Benefits Administration
- Employee Engagement and Retention
- Succession Planning
- Diversity & Inclusion Initiatives
- Data Analysis and Reporting

Experience

Human Resources Coordinator | 01/2023 - Current

Northwestern Polytechnic - Grande Prairie, Alberta

- Create onboarding materials and conduct orientation sessions to ensure new hires have a smooth transition and understanding of company culture, policies, and procedures.
- Act as a point of contact for employees and managers, providing clear guidance on HR policies and procedures to support a consistent and informed workplace.
- Coordinate the offboarding process, including conducting exit interviews, preparing necessary documentation, and coordinating severance packages as needed.
- Provide administrative and operational support for HR initiatives and projects to facilitate successful outcomes.
- Coordinate the performance evaluation process, ensuring timely, constructive feedback cycles, and supporting managers in performance discussions.
- Manage the administration of employee benefits, including health insurance and retirement plans, for a diverse workforce of approximately 400 employees across multiple unions and collective agreements.
- Oversee long-term disability cases by coordinating communication with employees, managers, and healthcare providers, and participating in return-to-work planning.
- Administer and track leave policies (e.g., vacation, sick leave, parental leave), ensuring alignment with legal requirements and collective agreements, and coordinating with payroll for accurate processing.
- Collaborate with managers to develop, update, and analyze job descriptions, conduct job analysis, and ensure appropriate classification and compensation alignment.
- Prepare and submit required organizational metrics reports, including submissions to Statistics Canada, to support data-driven decision-making.

Executive Assistant, Corporate Services | 07/2022 - 12/2022

Northwestern Polytechnic - Grande Prairie, Alberta

- Organized and managed a complex calendar of appointments, meetings, and travel arrangements for the executive team, ensuring efficient time management for both strategic and operational priorities, including occasional HR and employee-focused initiatives.
- Maintained confidential records and files related to executive operations, including sensitive information that may encompass personnel, policy, and operational matters requiring discretion and secure handling.
- Prepared comprehensive reports, presentations, agendas, and minutes for executive meetings, including materials that support initiatives across corporate services, from policy updates to employee-related insights.
- Tackled and addressed high-priority matters with administrative discretion and professionalism, supporting the executive team in managing critical organizational concerns, including those that may touch on employee or policy issues.
- Conducted research and collected data to support executive decision-making, occasionally gathering insights relevant to HR or employee-related data, trends, and benchmarks that inform broader organizational strategies.

Executive Assistant | 01/2019 - 06/2022

Northwest Regional Learning Consortium - Grande Prairie, Alberta

- Managed end-to-end coordination of professional development programs and conferences for educators and support staff in Northwest Alberta, from initial database setup and training needs assessments to participant tracking, final reports, and feedback analysis.
- Prepared and analyzed data for the organization's annual report and monthly activity summaries, translating complex data into accessible insights for stakeholders. Maintained and updated metrics on program reach, engagement, and impact, supporting the organization's strategic goals in educator development.
- Provided comprehensive administrative support to the Executive Director and Board, including meeting preparation, document management, minute-taking, and follow-up on action items to ensure alignment with organizational objectives.
- Assisted in drafting communications to educators, support staff, and community partners regarding upcoming professional learning opportunities, organizational updates, and event logistics, ensuring clarity and fostering strong relationships with stakeholders.
- Coordinated post-program feedback surveys, compiling insights, and identifying trends to support continuous improvement of training initiatives, with the goal of enhancing the learning experience for educators.
- Oversaw logistical aspects of professional learning events, from catering and venue setup to digital arrangements for virtual sessions, providing a seamless experience for attendees and presenters.

Human Resources Coordinator | 01/2020 - 04/2020

New Horizon Cooperative Limited - Grande Prairie, Alberta

- Assisted with the full recruitment cycle, including job postings, candidate sourcing, interview scheduling, background checks, and new hire orientation to ensure a smooth onboarding experience.
- Maintained accurate employee records in the HRIS, updated employee information, and ensured data integrity to support efficient reporting and decision-making.
- Provided critical administrative support for HR projects, including policy updates, employee engagement programs, and training sessions, contributing to the successful execution of HR strategies.
- Assisted in the coordination of employee performance evaluations, facilitated feedback collection, and collaborated on action plans to improve employee productivity and development.
- Supported employee relations by addressing routine inquiries, assisting with conflict resolution, and ensuring adherence to company policies and compliance with labor laws.

SALES ASSOCIATE | 08/2018 - 11/2018

Habitat for Humanity, ReStore South - Edmonton, Alberta

- Welcomed customers warmly and delivered exceptional service, answering questions about products, prices, and store initiatives.
- Efficiently handled purchases and returns using the point-of-sale system, ensuring accuracy and a smooth checkout experience.
- Addressed and resolved customer concerns professionally to maintain a positive shopping environment.

Education and Training

University of Lagos - Nigeria | MBA

Business Administration

Chartered Institute of Personnel Management - Nigeria | Diploma

Human Resources Management

Babcock University - Nigeria | Bachelor of Science

International Law and Diplomacy

Certifications

- Certified Employee Benefits Specialist (CEBS) (In Process, GBA 1 Completed)
- Registered Professional Recruiter (RPR)
- Change Management Practitioner (CMP)
- CPHR Candidate, CPHR Alberta