

Experience

Kobalt Music Group – People Manager

May 2024 - Present | Hybrid

- Strategic HR partner to all global client-facing business units (Senior Director and below), delivering HR support across the full employee lifecycle.
- Lead complex employee relations matters, including performance management, terminations, redundancies, and workplace accommodations.
- Guide managers and employees across multiple regions on HR policies, performance processes, and employee experience initiatives, ensuring alignment with local and global best practices.
- Partner cross-functionally to design and implement key people programs, such as onboarding, engagement, and return-to-office, leveraging employee insights and people data to drive continuous improvement, influence leadership decisions, and support long-term workforce planning.
- Employee champion for the Differing Abilities Network. Organize training and awareness sessions to promote understanding and inclusion. Spearheaded the development and rollout of Kobalt's first neurodiversity policy and inclusive language guide

Javits Center – HR Generalist

Oct. 2023 – May 2024 | Onsite

- Recruited, interviewed, and facilitated the hiring of applicants for open positions. Collaborated with managers to define required skills and competencies.
- Supported a highly unionized workforce; partnered with managers and union representatives to address employee matters in alignment with collective bargaining agreements.
- Counseled employees and managers on HR policy interpretation and workplace matters.

Performance Art (IPG) – HR Generalist

Feb. 2022 – Aug. 2023 | Hybrid

- Sole HR representative for the US, managing the full employee lifecycle for all New York staff.
- Led induction and onboarding for New York staff: coordinated approximately 25 new hires (including two C-suite executives) and four company transfers (including one international transfer).
- Liaised with McCann Worldgroup's visa specialist to provide support on employee immigration cases, including new visas, renewals, and permanent residency applications.
- Coached staff and managers through complex employee relations issues. Provided guidance to management on recommended actions.
- Managed the exit processes for involuntary and voluntary terminations.

Foreign, Commonwealth, and Development Office (FCDO)

HR Business Partner

May 2021 – Feb. 2022 | Remote

- Provided strategic HR guidance to senior leaders at the UK Mission to the UN (UKMis) and British Consulate-General (BCG), ensuring compliance with federal, New York State, and NYC labor laws.
- Led the full investigatory and employee relations process for grievance cases involving misconduct, bullying, harassment, and discrimination, in close collaboration with the US Network HR team.
- Supported local hiring processes by advising on job design, recruitment, and procedural requirements.

- Oversaw the development and revision of local induction programs for hires across the New York offices.

Corporate Services Officer: HR & Finance

April 2019 – May 2021 | Hybrid

- Served as the primary HR coordinator for all aspects of the employee lifecycle, including recruitment, onboarding, induction, policy guidance, benefits and offboarding for all local staff at UKMis and BCG.
- Managed onboarding and accreditation for more than 50 local staff and 20 interns; coordinated departure processes for all exits.
- Administered all Office for Foreign Missions documentation for BCG staff.
- Facilitated the monthly forecasting process and coordinated budget holder inputs for review and reporting.

Community Liaison and Staff Welfare Officer (CLO)

July – December 2019 | Onsite

- Temporarily backfilled the CLO role alongside CSO duties to support more than 30 UK diplomats and their families relocating to New York, which included individualized guidance on housing, education, healthcare, and cultural integration.
- Completed key government reporting requirements including the New York Post Report, Cost of Living Analysis, the Spouse and Partner Employment Report, and the Education Return.
- Acted as an advocate for UK-based staff and dependents, representing well-being concerns to Post Management and contributing to evacuation and contingency planning efforts.

Education

The University of Edinburgh

Master of Science in International and European Politics

- Graduated with Merit; US equivalent magna cum laude

Lee University

Bachelor of Arts in Public Relations; Minors in Law and Political Science

- Graduated summa cum laude

Certifications

GPHR: Global Professional in Human Resources

- Issued by HRCI, 2025 - Present

SHRM-CP: Society for Human Resource Management-Certified Professional

- Issued by SHRM, 2022 - 2024