

Maria Khan

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Summary

Experienced Human Resources professional with 7+ years of progressive experience supporting unionized and non-unionized environments across healthcare, education, and manufacturing sectors. Trusted partner to managers on employee relations, recruitment, performance management, and HR operations, with hands-on experience in workplace investigations, onboarding, leave management, and policy interpretation. Known for balancing day-to-day HR execution with thoughtful problem-solving, ensuring compliance while supporting a positive employee experience. CHRL candidate.

Experience

Canada Goose Inc.

Toronto, ON

Human Resources Business Partner

Sep 2025 ~ Present

- Provide end-to-end HR support to managers and employees across manufacturing and corporate teams, acting as a key point of contact for recruitment, employee relations, performance, and attendance matters
- Partner with Talent Acquisition and hiring managers to support recruitment activities, including role alignment, interview coordination, and onboarding transitions
- Conduct workplace investigations and support the resolution of employee issues, ensuring fair, consistent, and compliant outcomes
- Advise 15+ leaders on performance management, disciplinary actions, and policy interpretation
- Manage leave of absence cases (medical, WSIB), including documentation, tracking, and return-to-work coordination
- Maintain accurate HRIS records and support reporting requirements to ensure audit readiness
- Collaborate with payroll, benefits, and operations teams to support smooth HR processes and employee lifecycle management

Ontario Institute of Health and Innovation - OIHI (GUS)

Toronto, ON

Human Resources Business Partner

Dec 2024 – Sep 2025

- Led complex workplace investigations, including a Human Rights Tribunal case, ensuring thorough documentation and compliance with employment legislation
- Supported managers with day-to-day HR matters, including recruitment support, employee relations, policy interpretation, and performance management
- Partnered with leadership and Talent Acquisition on hiring needs, supporting candidate selection and onboarding processes
- Assisted in workforce transitions, including terminations and restructuring activities, ensuring compliance and clear communication
- Delivered training sessions on performance management, workplace conduct, and DEI to support leadership capability
- Partnered with leaders to address recurring workplace issues and improve team effectiveness
- Maintained HR documentation and supported reporting and compliance requirements

Fleming College Toronto (GUS)

Toronto, ON

Human Resources Generalist

Jul 2023 – Dec 2024

- Supported full employee lifecycle processes, including recruitment, onboarding, employee relations, and performance management
- Coordinated recruitment activities, including job postings, screening support, interview scheduling, and onboarding preparation
- Conducted new hire orientations and supported employee engagement initiatives to improve retention and experience

- Advised managers on HR policies and procedures, ensuring consistent application
- Assisted in updating HR policies to align with employment legislation
- Maintained HRIS data and generated reports to support HR operations and decision-making

Paramed (Extendicare)

Toronto, ON

Onboarding & Engagement Partner

Aug 2022 – July 2023

- Provided HR support to a 1,200+ employee unionized workforce, supporting onboarding, documentation, and reporting
- Coordinated high-volume onboarding aligned with recruitment needs, ensuring timely integration of new hires
- Maintained HRIS, updated employee information, managed benefits inquiries, and generated ad-hoc reports.
- Coordinated workplace accommodations and return-to-work plans, successfully balancing employee needs with operational requirements under human rights legislation.
- Bridged management and unionized employees, crafting contracts, upholding collective agreements, and resolving grievances through mediation.

Randstad

Toronto, ON

Human Resources Intern

April 2022 – August 2022

- Supported job evaluations, postings, and health & safety training distribution across multiple platforms, including Connex and Naritas.
- Researched and sourced candidates, assisted with pre-screening and reference checks, and maintained applicant data in ATS systems.
- Evaluated resumes and candidate fit to support quality hiring decisions.
- Liaised between clients and candidates, articulating needs and delivering solutions that improved client satisfaction by 20%.
- Responded to HR inquiries and supported process improvements to enhance team efficiency and service delivery.

Skills

HR Operations: Workplace Investigation | Policy Interpretation & Compliance | Disability & Accommodation | HR Program Development | Employee Relations | Performance Management | Attendance Management

Talent Management: Talent Acquisition | Candidate Screening | Interview Coordination | Onboarding

Analytics & Reporting: HR Data Analysis | Workforce Analytics | Strategic Reporting | Headcount Reports

Administration: MS Office Suite | Event Coordination | Presentation Development | Auditing | Documentation

Digital & Technical Skills

HR Systems & Payroll: Workday | Ceridian Dayforce | Oracle | ATS (Jobvite & Talcura)

Collaboration & Communication: Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) | MS Teams | Zoom

Education

George Brown College

Toronto, ON, Canada

Post-grad, *Human Resources Management*

2021 - 2022

Independent University, Bangladesh

Dhaka, Bangladesh

Bachelor of Business Administration, *Finance*

2011 - 2015

Certifications

HRPA | Certified Human Resources Leader (CHRL) Nov 2026 (in progress)

Ontario Ministry of Labour | Supervisor Health and Safety Awareness in 5 Steps 2022

AccessForward | Integrated Accessibility Standards Regulation (IASR) Training 2021

Ontario Human Rights Commission | The Ontario Human Rights Code and AODA 2021

Toronto Metropolitan University | Business Communication 2021