

Mira Solberg

CANDIDATE REF
FVT-CAND-042

SYNTHETIC FIXTURE. EVERY NAME, ORGANIZATION, DATE, IDENTIFIER, AND STATEMENT IS INVENTED FOR FIELD EXTRACTION REVIEW.

PROFILE DETAILS

Target role

People Operations Analyst

Availability

2026-08-17

Preferred work mode

Hybrid or remote

Location preference

Toronto area or remote

Work authorization

Candidate states eligible to work in Canada

CONTACT

mira.solberg@example.invalid

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SKILLS

HRIS data quality

Onboarding coordination

Employee record audits

Spreadsheet reporting

Interview scheduling

EDUCATION

BA, Business Administration

FOVATA Fixture University

Completed 2019

CERTIFICATE

HR Analytics Foundations

Fixture Learning Institute

Completed 2024

People Operations Analyst

SUMMARY

People operations specialist with candidate-stated experience maintaining employee records, coordinating onboarding, preparing spreadsheet reports, and supporting interview logistics.

EXPERIENCE

People Operations Coordinator

Northline Cooperative, synthetic entity | Toronto | 2023-04 to 2026-06

- Maintained onboarding checklists and verified completion against source forms.
- Prepared monthly HRIS data-quality reports for manual review.
- Coordinated interview schedules and candidate communications.

HR Operations Assistant

Aster Field Services, synthetic entity | Remote | 2021-01 to 2023-03

- Updated employee records from approved forms and tracked missing fields.
- Consolidated training attendance into reviewable spreadsheets.
- Supported document filing without making employment decisions.

RECRUITER REVIEW NOTES

Extract only information explicitly written in this source. Do not infer age, gender, ethnicity, disability, religion, family status, health information, or any other protected or sensitive trait.

This fixture does not score, rank, screen, recommend, or decide whether the candidate should advance. A qualified recruiter must verify every field and retain responsibility for all employment decisions.