

Zain Siddiq, SPHR

HR Consultant, Advisory

Walnut Creek
2001 North Main Street, Suite 360
Walnut Creek, California 94596



Overview

Zain has nearly 20 years of Human Resources experience in a variety of industries, including media, advertising, manufacturing and nonprofit. Her experience as a HR Director, HR Manager and Generalist makes her adept at working with individuals at all levels to ensure organizational needs are met.

Zain specializes in compliance and policy creation, benefits administration, training and development, and employee relations. She feels having a solid HR infrastructure in place helps a business grow effectively, and she enjoys providing value to her clients and making a positive contribution. She is also passionate about keeping abreast of legislative updates and advising management and employees of best practices, in addition to fostering a culture of open communication between employees and managers.

In the past, she assisted clients with rolling out anti-harassment training efforts, advising on employee disability and accommodation issues and revamping new hire orientation and onboarding materials.

Zain takes pride in understanding and learning what is best for each of her clients and keeping them top of mind. She is responsive and provides a high level of expertise by leveraging the HR and People Services team's knowledge to stay well-informed of current industry standards and regulations.

She focuses on helping clients in an advisory role, whether it's recommending best practices to streamline processes or keeping companies in compliance and minimizing risk. Zain strives to fill a void in a client's HR operations and serve behind the scenes so leadership can focus on effectively running their organization.

Interesting Tidbit

Zain is an avid reader, writer and international traveler. She enjoys spending time with her family and bonding over superhero movies and board games.

Community

- Member – Society for Human Resource Management

Certifications

- Senior Professional in Human Resources (SPHR)

Services

HR Consulting Services
HR Recruiting
HR and People Services
Outsourced HR
PEO Transitions

Education

BA/Communications, English – Western
Michigan University