# FELIX GALLAGHER

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## SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as HR Generalist at Vale Logistics.
- Trusted adviser to line managers on day-to-day employee relations.
- Known for clear communication with colleagues and for following work through to the end.

## EDUCATION

**TU Berlin** — **Berlin**

*BA Human Resource Management* — *2020*

## PROFESSIONAL EXPERIENCE

**Vale Logistics** — **Dublin**

*HR Generalist* — *May 2026 – Present*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Supported two restructures, including consultation meetings and documentation.
- Handled TUPE paperwork for a team joining from an acquired business.
- Ran Onboarding for every new joiner, including first-week plans.

**Vale Logistics** — **Dublin**

*HR Advisor* — *Jun 2025 – Feb 2026*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Ran the annual pay review data and checked every letter before it went out.
- Handled employee relations cases from first meeting to outcome letter for a site of 20 staff.

**Brightside Schools Trust** — **Dublin**

*HR Assistant* — *Jul 2024 – Mar 2025*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Coordinated the move to a new performance review cycle across five departments.

**Westfield Engineering** — **Dublin**

*HR Assistant* — *May 2023 – Jun 2024*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Kept the HR dashboard on headcount, turnover and absence up to date.

## INITIATIVES

**Line manager training programme**

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

**Hybrid working policy rollout**

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

## TECHNICAL SKILLS

HR systems & practice: SuccessFactors
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Native), Spanish (Conversational)

## CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

## EXTRA-CURRICULAR ACTIVITIES

- Treasurer of a local sports club, keeping the accounts and membership list.
- Mentor for a school careers programme, helping students with CVs and mock interviews.

## REFERENCE

Sanjay Sokolov
HR Director, Westfield Engineering
Contact: sanjay@example.com