LARS SATO

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 2 employers, most recently as HR Generalist at Corran Hotels.
- 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

DePaul University — **Chicago, IL**

BA Human Resource Management — *2022*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Austin, TX**

HR Generalist — *Dec 2025 – Present*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Coordinated the move to a new performance review cycle across five departments.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Ran the annual pay review data and checked every letter before it went out.
- Moved all employee records into BambooHR and trained managers to use it.

Westfield Engineering — **Austin, TX**

HR Advisor — *Jun 2024 – Oct 2025*

- Built a training matrix so managers could see mandatory training gaps.
- Supported two restructures, including consultation meetings and documentation.
- Handled employee relations cases from first meeting to outcome letter for a site of 45 staff.
- Handled TUPE paperwork for a team joining from an acquired business.

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: Welcome days for new staff
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.
- Member of a community choir.

REFERENCE

Jakub Brennan
Engineering Manager, Maple Care Group
Contact: jakub@example.com