TOMASZ NAKAMURA

tomasz.nakamura62@example.com • +44 113 496 0636 • linkedin.com/in/tomasz-nakamura • Leeds, United Kingdom

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 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

University of Amsterdam — **Amsterdam**

BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Leeds**

HR Generalist — *May 2024 – Present*

- Coordinated the move to a new performance review cycle across five departments.
- Handled employee relations cases from first meeting to outcome letter for a site of 55 staff.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

Brightside Schools Trust — **Leeds**

HR Advisor — *Sept 2021 – Mar 2024*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Supported two restructures, including consultation meetings and documentation.

Hollis & Grant Retail — **Leeds**

HR Assistant — *Mar 2019 – Aug 2021*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Built a training matrix so managers could see mandatory training gaps.

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: Onboardinng
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Native), Spanish (Conversational)

Workday

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Volunteer at a local food bank twice a month.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Nikhil Moreno
Head of Operations, Ardent Manufacturing
Contact: nikhil@example.com