FELIX POPESCU

felix.popescu13@example.com • +44 113 496 0444 • linkedin.com/in/felix-popescu • Leeds, United Kingdom

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor 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

Trinity College Dublin — **Dublin**
BA Human Resource Management — *2020*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Leeds**
Senior HR Advisor — *May 2026 – Present*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Ran the annual pay review data and checked every letter before it went out.
- Supported two restructures, including consultation meetings and documentation.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Wrote and delivered a line-manager briefing on flexible working requests.
- The website agency we hired ran our site on MySQL.

Westfield Engineering — **Leeds**
People Partner — *Oct 2024 – Feb 2026*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Built a training matrix so managers could see mandatory training gaps.
- Coordinated the move to a new performance review cycle across five departments.

Lantern Housing — **Leeds**
People Coordinator — *Dec 2023 – Jul 2024*

- Handled employee relations cases from first meeting to outcome letter for a site of 4 staff.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Handled TUPE paperwork for a team joining from an acquired business.

Lantern Housing — **Leeds**
People Coordinator — *Sept 2022 – Nov 2023*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

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: Onboarding, Recruitment, HiBob
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.

- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Wren Dubois
Engineering Manager, Brightside Schools Trust
Contact: wren@example.com