NIKHIL MORALES

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor at Lantern Housing.
- 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 Toronto — **Toronto**
BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Lantern Housing — **Lisbon**
Senior HR Advisor — *Oct 2024 – Present*

- Coordinated the move to a new performance review cycle across five departments.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- 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.
- Ran absence and leave processes in Workday.

Brightside Schools Trust — **Lisbon**
People Partner — *Sept 2022 – Oct 2024*

- Handled employee relations cases from first meeting to outcome letter for a site of 41 staff.
- Supported two restructures, including consultation meetings and documentation.
- Ran the annual pay review data and checked every letter before it went out.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Maple Care Group — **Lisbon**
People Coordinator — *May 2020 – Aug 2022*

- Ran exit interviews and turned the themes into a quarterly retention report.
- Built a training matrix so managers could see mandatory training gaps.
- Wrote and delivered a line-manager briefing on flexible working requests.

Westfield Engineering — **Lisbon**
People Coordinator — *Jun 2018 – Feb 2020*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- 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: Hiring pipeline management
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

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

REFERENCE

Rania Ortiz
Engineering Manager, Lantern Housing
Contact: rania@example.com