HAMZA MORALES

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SUMMARY OF QUALIFICATIONS

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

University of Sydney — **Sydney**
BA Human Resource Management — *2022*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Austin, TX**
Senior HR Advisor — *Dec 2025 – Present*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Handled employee relations cases from first meeting to outcome letter for a site of 48 staff.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Administered employee data and org charts in SuccessFactors.

Maple Care Group — **Austin, TX**
People Partner — *Oct 2024 – Oct 2025*

- Built a training matrix so managers could see mandatory training gaps.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Handled TUPE paperwork for a team joining from an acquired business.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

Maple Care Group — **Austin, TX**
People Coordinator — *Jan 2023 – Oct 2024*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Coordinated the move to a new performance review cycle across five departments.
- Supported two restructures, including consultation meetings and documentation.

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 (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Emeka Fernandez
Engineering Manager, Hollis & Grant Retail

Contact: emeka@example.com