NOAH MENDES

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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 Ardent Manufacturing.
- 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 Lisbon — **Lisbon**
BA Human Resource Management — *2021*

PROFESSIONAL EXPERIENCE

Ardent Manufacturing — **Manchester**
Senior HR Advisor — *Jan 2025 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Supported two restructures, including consultation meetings and documentation.
- Handled TUPE paperwork for a team joining from an acquired business.

Vale Logistics — **Manchester**
People Partner — *May 2023 – Oct 2024*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Coordinated the move to a new performance review cycle across five departments.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Westfield Engineering — **Manchester**
People Coordinator — *Jul 2021 – May 2023*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- 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: Recruitment, SuccesFactor
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

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

REFERENCE

Keira Lindqvist
Head of Operations, Brightside Schools Trust

Contact: keira@example.com