AYESHA KOWALSKI

ayesha.kowalski60@example.com • +44 20 7946 0988 • linkedin.com/in/ayesha-kowalski • London, 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 Vale Logistics.
- 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 — *2016*

PROFESSIONAL EXPERIENCE

Vale Logistics — **London**
Senior HR Advisor — *Oct 2024 – Present*

- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Built a training matrix so managers could see mandatory training gaps.
- Supported two restructures, including consultation meetings and documentation.
- Handled TUPE paperwork for a team joining from an acquired business.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Maple Care Group — **London**
People Partner — *May 2022 – Aug 2024*

- Handled employee relations cases from first meeting to outcome letter for a site of 8 staff.
- Coordinated the move to a new performance review cycle across five departments.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Ran the annual pay review data and checked every letter before it went out.

Westfield Engineering — **London**
People Coordinator — *Apr 2019 – Mar 2022*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Ran exit interviews and turned the themes into a quarterly retention report.

Westfield Engineering — **London**
People Coordinator — *Nov 2016 – Feb 2019*

- Wrote and delivered a line-manager briefing on flexible working requests.
- Rewrote the employee handbook and got it signed off by the leadership team.

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.

RESEARCH & PUBLICATIONS

Notes on data contracts — **2022**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Recruitmetn, Workday
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at a local food bank twice a month.
- Organiser of a monthly running club with around 30 members.
- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Mariam Hoffmann
Senior Lecturer, Lantern Housing
Contact: mariam@example.com