OLIVER CLARKE

oliver.clarke96@example.com • +44 113 496 0343 • linkedin.com/in/oliver-clarke • Leeds, United Kingdom

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as HR Generalist at Brightside Schools Trust.
- 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 — *2021*

PROFESSIONAL EXPERIENCE

Brightside Schools Trust — **Leeds**
HR Generalist — *Sept 2025 – Present*

- 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.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Ardent Manufacturing — **Leeds**
HR Advisor — *Jun 2024 – Aug 2025*

- Handled employee relations cases from first meeting to outcome letter for a site of 20 staff.
- Coordinated the move to a new performance review cycle across five departments.
- Handled TUPE paperwork for a team joining from an acquired business.
- Rewrote the employee handbook and got it signed off by the leadership team.

Lantern Housing — **Leeds**
HR Assistant — *Mar 2023 – May 2024*

- Supported two restructures, including consultation meetings and documentation.
- Built a training matrix so managers could see mandatory training gaps.
- Ran the annual pay review data and checked every letter before it went out.

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: BambooHR
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Native), Spanish (Conversational)

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

REFERENCE

Pedro Becker
Engineering Manager, Lantern Housing
Contact: pedro@example.com