ZARA MORENO

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as HR Generalist 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

TU Berlin — **Berlin**
BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Leeds**
HR Generalist — *Jul 2025 – Present*

- Built a training matrix so managers could see mandatory training gaps.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Supported two restructures, including consultation meetings and documentation.
- 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.
- Compared BambooHR with two other tools for my manager, who chose another.

Brightside Schools Trust — **Leeds**
HR Advisor — *Nov 2023 – May 2025*

- 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.
- Handled TUPE paperwork for a team joining from an acquired business.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

Brightside Schools Trust — **Leeds**
HR Assistant — *Feb 2022 – Oct 2023*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Kept the HR dashboard on headcount, turnover and absence up to date.

Brightside Schools Trust — **Leeds**
HR Assistant — *May 2020 – Jan 2022*

- Handled employee relations cases from first meeting to outcome letter for a site of 43 staff.
- Coordinated the move to a new performance review cycle across five departments.

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 — **2026**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Onboarding
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma

- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Elena Hughes
HR Director, Hollis & Grant Retail
Contact: elena@example.com