HANNAH OKAFOR

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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

University of Amsterdam — **Amsterdam**

BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Denver, CO**

HR Generalist — *Apr 2025 – Present*

- Handled TUPE paperwork for a team joining from an acquired business.
- Built a training matrix so managers could see mandatory training gaps.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Ran absence and leave processes in Workday.

Westfield Engineering — **Denver, CO**

HR Advisor — *May 2023 – Apr 2025*

- Supported two restructures, including consultation meetings and documentation.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Handled employee relations cases from first meeting to outcome letter for a site of 55 staff.
- Wrote and delivered a line-manager briefing on flexible working requests.

Westfield Engineering — **Denver, CO**

HR Assistant — *Apr 2021 – May 2023*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Ran the annual pay review data and checked every letter before it went out.

Hollis & Grant Retail — **Denver, CO**

HR Assistant — *Oct 2019 – Mar 2021*

- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- 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

Lessons from workplace surveys — **2026**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

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

- 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

Pedro Mensah
Senior Lecturer, Corran Hotels
Contact: pedro@example.com