JAMAL SOKOLOV

jamal.sokolov73@example.com • +44 20 7946 0497 • linkedin.com/in/jamal-sokolov • London, United Kingdom

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 2 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

DePaul University — **Chicago, IL**

BA Human Resource Management — *2024*

PROFESSIONAL EXPERIENCE

Ardent Manufacturing — **London**

Senior HR Advisor — *Jan 2026 – Present*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Handled employee relations cases from first meeting to outcome letter for a site of 11 staff.
- Ran exit interviews and turned the themes into a quarterly retention report.

Corran Hotels — **London**

People Partner — *Nov 2024 – Oct 2025*

- Built a training matrix so managers could see mandatory training gaps.
- Coordinated the move to a new performance review cycle across five departments.
- Supported two restructures, including consultation meetings and documentation.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

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

A case study of data contracts — **2021**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Hiring pipeline management, Workday
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

- Treasurer of a local sports club, keeping the accounts and membership list.
- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.

REFERENCE

Jamal Lewis
HR Director, Brightside Schools Trust
Contact: jamal@example.com