ZARA PARK

zara.park36@example.com • +44 161 496 0893 • linkedin.com/in/zara-park • Manchester, 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 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 Texas at Austin — **Austin, TX**

BA Human Resource Management — *2016*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Manchester**

Senior HR Advisor — *Nov 2024 – Present*

- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Coordinated the move to a new performance review cycle across five departments.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Ran Onboarding for every new joiner, including first-week plans.

Ardent Manufacturing — **Manchester**

People Partner — *Dec 2022 – Aug 2024*

- Supported two restructures, including consultation meetings and documentation.
- Handled employee relations cases from first meeting to outcome letter for a site of 32 staff.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Westfield Engineering — **Manchester**

People Coordinator — *May 2021 – Nov 2022*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- Handled TUPE paperwork for a team joining from an acquired business.
- Ran the annual pay review data and checked every letter before it went out.

Ardent Manufacturing — **Manchester**

People Coordinator — *Feb 2019 – May 2021*

- Built a training matrix so managers could see mandatory training gaps.
- 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.

TECHNICAL SKILLS

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.
- Member of a community choir.
- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Keira Okafor
Head of Operations, Brightside Schools Trust
Contact: keira@example.com