MARCUS HOFFMANN

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 4 employers, most recently as Senior HR Advisor at Westfield Engineering.
- 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 Toronto — **Toronto**
BA Human Resource Management — *2017*

PROFESSIONAL EXPERIENCE

Westfield Engineering — **Toronto, ON**
Senior HR Advisor — *Feb 2025 – Present*

- Built a training matrix so managers could see mandatory training gaps.
- Handled employee relations cases from first meeting to outcome letter for a site of 34 staff.
- Ran the annual pay review data and checked every letter before it went out.
- Handled TUPE paperwork for a team joining from an acquired business.

Lantern Housing — **Toronto, ON**
People Partner — *Dec 2022 – Jan 2025*

- Wrote and delivered a line-manager briefing on flexible working requests.
- Coordinated the move to a new performance review cycle across five departments.
- Supported two restructures, including consultation meetings and documentation.
- Ran exit interviews and turned the themes into a quarterly retention report.

Westfield Engineering — **Toronto, ON**
People Coordinator — *Aug 2021 – Dec 2022*

- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- 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.

Corran Hotels — **Toronto, ON**
People Coordinator — *Jun 2019 – Jun 2021*

- Kept the HR dashboard on headcount, turnover and absence up to date.
- 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

A case study of workplace surveys — **2021**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: Recruitmetn, HiBob
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

- Volunteer at a local food bank twice a month.
- Mentor for a school careers programme, helping students with CVs and mock interviews.

REFERENCE

Vera Bauer
Head of Operations, Brightside Schools Trust
Contact: vera@example.com