ZOLTAN GALLAGHER

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as HR Generalist 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

University of Manchester — **Manchester**
BA Human Resource Management — *2018*

PROFESSIONAL EXPERIENCE

Ardent Manufacturing — **London**
HR Generalist — *May 2025 – Present*

- Supported two restructures, including consultation meetings and documentation.
- Coordinated the move to a new performance review cycle across five departments.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Ran absence and leave processes in Workday.

Corran Hotels — **London**
HR Advisor — *Mar 2023 – May 2025*

- Built a training matrix so managers could see mandatory training gaps.
- 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.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

Maple Care Group — **London**
HR Assistant — *Jun 2021 – Jan 2023*

- 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.
- Wrote and delivered a line-manager briefing on flexible working requests.

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 (Native), Spanish (Conversational)

CERTIFICATIONS

- CIPD Level 5 Associate Diploma
- Mental Health First Aider

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Volunteer at a local food bank twice a month.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Hugo Bauer
Senior Lecturer, Corran Hotels

Contact: hugo@example.com