SAMUEL PETROV

samuel.petrov16@example.com • +1 312 555 0159 • linkedin.com/in/samuel-petrov • Chicago, IL, United States

SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 2 employers, most recently as HR Generalist at Vale Logistics.
- 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 — *2022*

PROFESSIONAL EXPERIENCE

Vale Logistics — **Chicago, IL**

HR Generalist — *May 2026 – Present*

- Coordinated the move to a new performance review cycle across five departments.
- Rewrote the employee handbook and got it signed off by the leadership team.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.

Westfield Engineering — **Chicago, IL**

HR Advisor — *Dec 2025 – Feb 2026*

- 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.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.
- Ran exit interviews and turned the themes into a quarterly retention report.

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

HR systems & practice: Welcome days for new staff, HiBob
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

- Volunteer at a local food bank twice a month.
- Member of a community choir.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Tomas Fernandez
HR Director, Hollis & Grant Retail
Contact: tomas@example.com