NOAH NOVAK

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SUMMARY OF QUALIFICATIONS

- Generalist HR professional who enjoys practical, people-first policy work.
- Experience across 3 employers, most recently as Senior HR Advisor at Lantern Housing.
- 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 Lisbon — **Lisbon**
BA Human Resource Management — *2020*

PROFESSIONAL EXPERIENCE

Lantern Housing — **Amsterdam**
Senior HR Advisor — *Dec 2025 – Present*

- 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.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.
- Advised line managers on absence, capability and disciplinary processes in line with policy.

Brightside Schools Trust — **Amsterdam**
People Partner — *Apr 2025 – Dec 2025*

- Supported two restructures, including consultation meetings and documentation.
- Ran exit interviews and turned the themes into a quarterly retention report.
- Ran the annual pay review data and checked every letter before it went out.
- Handled employee relations cases from first meeting to outcome letter for a site of 41 staff.

Brightside Schools Trust — **Amsterdam**
People Coordinator — *Oct 2023 – Mar 2025*

- Handled TUPE paperwork for a team joining from an acquired business.
- Built a training matrix so managers could see mandatory training gaps.
- Coordinated the move to a new performance review cycle across five departments.

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: BambooHR
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.
- Member of a community choir.

REFERENCE

Hugo Mensah
Senior Lecturer, Westfield Engineering
Contact: hugo@example.com