LUCAS KOWALSKI

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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 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

TU Berlin — **Berlin**

BA Human Resource Management — *2020*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Manchester**

Senior HR Advisor — *May 2026 – Present*

- Rewrote the employee handbook and got it signed off by the leadership team.
- Advised line managers on absence, capability and disciplinary processes in line with policy.
- Built a training matrix so managers could see mandatory training gaps.
- Ran exit interviews and turned the themes into a quarterly retention report.

Corran Hotels — **Manchester**

People Partner — *Nov 2025 – May 2026*

- Ran the annual pay review data and checked every letter before it went out.
- Wrote and delivered a line-manager briefing on flexible working requests.
- 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.

Ardent Manufacturing — **Manchester**

People Coordinator — *Feb 2025 – Sept 2025*

- Coordinated the move to a new performance review cycle across five departments.
- Handled TUPE paperwork for a team joining from an acquired business.
- Handled employee relations cases from first meeting to outcome letter for a site of 15 staff.

Ardent Manufacturing — **Manchester**

People Coordinator — *Dec 2023 – Dec 2024*

- Supported two restructures, including consultation meetings and documentation.
- Kept the HR dashboard on headcount, turnover and absence up to date.

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: Recruitment
General: Microsoft Office, Excel, Payroll basics, Employment law
Languages: English (Fluent)

HiBob

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.

- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Emeka Sharma
Senior Lecturer, Vale Logistics
Contact: emeka@example.com