MATEO LEWIS

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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 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

University of Amsterdam — **Amsterdam**
BA Human Resource Management — *2015*

PROFESSIONAL EXPERIENCE

Corran Hotels — **Berlin**
Senior HR Advisor — *Jun 2024 – Present*

- Ran the annual pay review data and checked every letter before it went out.
- Supported two restructures, including consultation meetings and documentation.
- Kept the HR dashboard on headcount, turnover and absence up to date.
- Organised wellbeing weeks and quarterly engagement surveys and reported the results.

Hollis & Grant Retail — **Berlin**
People Partner — *Feb 2022 – Apr 2024*

- 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.
- Ran payroll inputs for monthly and weekly paid staff and fixed errors before cut-off.
- Coordinated the move to a new performance review cycle across five departments.

Lantern Housing — **Berlin**
People Coordinator — *Jan 2019 – Dec 2021*

- Built a training matrix so managers could see mandatory training gaps.
- Wrote and delivered a line-manager briefing on flexible working requests.
- Kept personnel records and right-to-work checks accurate ahead of two external audits.

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

Notes on workplace surveys — **2022**

- Short paper shared internally and at a local meetup.

TECHNICAL SKILLS

HR systems & practice: 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

- Member of a community choir.
- Volunteer at a local food bank twice a month.

REFERENCE

Nadia Kowalski
HR Director, Hollis & Grant Retail
Contact: nadia@example.com