

XXXX XXXX XXXXXX

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33 years old

Single

XXXXXXXXXXXX XXXXXXXXXX - São Paulo

Phone: (11) XXXX-XXXX / (11) XXXX-XXXX

Summary

- ❖ Human Resources Manager with experience in the Energy, Consumer Goods and Pharmaceutical Industries, in addition to Recruitment & Selection and Project Consulting;
- ❖ Experience as HR Coordinator focusing on Organizational Development and Talent Acquisition;
- ❖ Worked as Business Partner on the Organizational Climate, Organizational Structure, Corporate Training, Recruitment & Selection, Change Management, M&A and Compensation fronts;
- ❖ Bachelor's degree in Psychology from UFSCar (2005), Graduate's degree in People Management from *Universidade Presbiteriana Mackenzie* (2008), and Specialization in HR Management from King's College (London, 2011);
- ❖ English - Advanced Level at Golders Green College - London (cultural exchange - 2011). Attending the Advanced Cel Lep course.

Professional Experience

XXXXXXX (*Swiss multinational of the pharmaceutical industry*)

HR Coordinator - (Nov/2012 to date)

- ❖ Responsible for the plant's Annual Performance Evaluation Program, assessing performance and potential, and mapping the Succession Plan.
- ❖ Experience as Business Partner for the internal Corporate and Quality departments, working on: Organizational Climate Management, Organizational Diagnosis, Organizational Structure (Headcount Evaluations / Promotions / Internal Moves / Assessments), Compensation, Development (Leadership Development, Corporate Training, Team-building, Onboarding Programs, Coaching and Potential Assessments, Strategies for Retaining Key People), Support to M&A (XXXXX / XXXXX plant), and the Drafting of Policies, Guidelines and Practices.
- ❖ Coordinated Talent Acquisition: Implementation of the R&S department at the XXX plant according to corporate policies; Assistance to all internal and external selective processes (240 vacancies/year - 30% retention); Internship and Apprentice Program; Creation of workflows in conjunction with the Finance, Occupational Medicine, Site Administration, Compensation and HR departments; Training of leaders in Assessments / Interviews by Competence; Creation of Leadership and Employee Onboarding Programs.

XXXXXX XXXXX XXXXXX (*Consultancy of Engineering Projects*)

Sr. HR Analyst (Dec/11 – Nov/12)

- ❖ Worked on the startup process of the business unit in Brazil, employing a pioneering concept to train and allocate high performance, cross-functional and specialized Project Management teams.
- ❖ HR Consultant responsible for the R&S, hiring, professional follow-up, assessment and dismissal processes.
- ❖ Set up the Talent Bank of Senior Consultants in the Mining, Logistics & Supply Chain, Manufacturing (automotive, textile, chemical, pharmaceutical, pulp & paper industries), Bioenergy, Civil Construction, Oil & Gas, Banking, IT, and Telecom segments for Brazil and other LATAM countries, mainly Chile and Mexico.
- ❖ Drafted job descriptions and announced positions through different recruitment and headhunting channels. Hunted for specialist, middle management, senior consultant and executive positions.
- ❖ Interviewed by competence for senior management positions.
- ❖ Headed the onboarding process of each project at the corporate customers (LATAM).
- ❖ Redesigned department processes and assisted in the ERP system deployment process.
- ❖ Provided support in the deployment of the organizational development model as part of the "Life Cycle Management" strategy for professionals.

XXXXXX (*German multinational of the Telecom, Energy and Health Care segments*)

HR Analyst - (Feb/09 - Jul/10)

- ❖ Created and deployed the Internal Consultancy for the *Shared Services Center (Brazil and Latin America)* according to corporate policies, performing the following activities: R&S, T&D, Career Monitoring, Remuneration, Climate Surveys and Performance Evaluations.
- ❖ Serviced Latin America as focal point for Human Resources.
- ❖ Responsible for conducting exit interviews, subsequently working with the Legal department (every company in Brazil).

XXXX XXXXXXXX XXXXXXX XXXXXX (*Consultancy specialized in R&S*)

HR Analyst - (Mar/07 - Feb/09)

- ❖ Responsible for the Talents department (Internship and Trainee Programs, Development of Trainees and Performance Evaluations). Companies: XXXXXXXX (2008), XXXXXXXX Trainee Program (2008), XXXX XXXX (2008 and 2009), XXXXXXXX and XXXXXXXX (2009) and XXXXXXXX (2009).
- ❖ Managed the accounts: XXXXX and XXXXXXXXX.
- ❖ Responsible for the R&S of job openings (operational, administrative, specialist, coordination and management);
- ❖ Involved in Training and Development projects (Commercial department).
- ❖ Internal communications.
- ❖ Provided psychological assessments, performance evaluations and career guidance.
- ❖ Conducted satisfaction surveys with consultancies.

XXXX XXXXXXXX (*healthcare services company with more than 40 years on the market*)

• Training & Development Assistant (Jul/06 - Mar/ 07)

- ❖ Structured T&D (Commercial department), coordinated department projects and participated actively in each action (gathering training needs, drafting, formatting and applying content for product and behavioral trainings).
- ❖ Managed the logistics, invitations and drafting of certificates for the administered trainings.
- ❖ Managed the T&D budget.
Maintained contact with health care insurance brokers and gave trainings at partner companies.

X X XXXXXXXX (*German multinational of the consumer goods segment*)

Human Resources Trainee (Jan/05 - Dec/05)

- ❖ Analyzed HR Processes; Assisted employees; R&S; T&D; Internal Communications; Climate Surveys and DP Support.

Courses/ Trainings

Management 1 – XXXXXXXX (2014)

Trainings by XXXXXXXX (Internal HR Consulting, Integrated HR, SAP, Leadership Training) (2009/2010)

Project Management (March/2008 – April/2008)

Group Interviews (IPO), Competencies in Selection (IPO), MKP and Handwriting Tests (IPO) - 2007

Brazilian Congress of Training and Development - CBTD 2003 - December 2003

Academic Background

- ❖ **Human Resources** – Summer Course – King’s College – London (UK) – (06/2011 – 08/2011)
- ❖ **Graduate's degree in Strategic People Management** - Universidade Presbiteriana Mackenzie (03/2007 - 07/2008)
- ❖ **Bachelor's degree in Psychology** - Universidade Federal de São Carlos - UFSCar (2001-2005)