

PARA INGLÊS LER

HUMAN RESOURCES PROFESSIONAL WITH GENERALIST PERFORMANCE IN COMPANIES OF VARIOUS INDUSTRIES AND SIZES

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PROFESSIONAL PROFILE

HR Professional and Business Partner with more than 15 years of experience in companies of the Bioenergy, Automotive and Steel industries and a comprehensive grasp of the HR subsystems and routines of large organizations, including:

- ✓ Recruitment & Selection
- ✓ Jobs & Wages
- ✓ Service Provider Management
- ✓ Talent Acquisition & Retention
- ✓ Benefit Management
- ✓ Career Development
- ✓ Onboarding
- ✓ Internal Promotions/Movements
- ✓ Training & Development
- ✓ Personnel Administration
- ✓ Time Card Systems
- ✓ Headcount Analysis
- ✓ Payroll
- ✓ Dismissals/Exit Interviews
- ✓ Performance Evaluations
- ✓ Labor Legislation

Project Coordinator and Administrative Coordinator with 7 years of experience in the third sector, preparing young people for the labor market, educating children and young people, and caring for the socially vulnerable population.

Computer Skills: Office 365, Canva, electronic document and image editing (Corel Draw / Paint Shop Pro / Flash).

Native Portuguese | Fluent English | Basic Spanish

ACADEMIC BACKGROUND

Graduate's degree in in Neuroscience, Positive Psychology and Mindfulness	in progress
PUCPR (Distance Learning)	
Graduate's degree in Nonviolent Communication	2014
Claretiano: São Paulo (Distance Learning)	
MBA in Human Resources Management	2012
UVA - Rio de Janeiro	
Project Management in the Third Sector	2010
FGV Rio	
Degree in Psychology	2002
Universidade FUMEC	

PROFESSIONAL EXPERIENCE

COMPANY 1 08/2020 – Present

Bioenergy, oil and animal feed industry

HR Business Partner

- ✓ Served the business areas in various topics related to People Management.
- ✓ Assisted employees in topics related to personnel administration.
- ✓ Attracted and selected people for strategic and operational positions.
- ✓ Produced and conducted workshops on communication and synergy for the Project team at the request of management (12 hours).
- ✓ Coordinated the local onboarding process.
- ✓ Organized corporate events within the plant related to People Management issues.
- ✓ Developed material for managers (e-book) with people management content.
- ✓ Actively involved in the consensus committees for performance evaluations.

PROFESSIONAL EXPERIENCE (Cont.)

COMPANY 2 12/2019 – 08/2020

Large French automotive industry.

Senior Human Resources Analyst

- ✓ Selected people for tactical and strategic vacancies (technical and higher levels).
- ✓ Provided support in the operational vacancies and controlled the selective process of the service provider.
- ✓ Selected people for internship vacancies.
- ✓ Controlled the selective process for the insourcing of Logistics services.
- ✓ Responsible for the training process of training professionals in a partnership between PSA and SENAI - Assembly Process Classes.

COMPANY 3 03/2017 – 11/2019

Large steel industry.

Human Resources Analyst

- ✓ Selected people for a large volume of vacancies.
- ✓ Selected people for young apprentice/internship/PwD programs.
- ✓ Reviewed the competency-based selection process.
- ✓ Responsible for the Technical Evaluation process of positions with professional qualification demands (Mechanics, Electricians, Crane Operators and Welders).
- ✓ Responsible for controlling the internal talent mapping process in 2017 and 2018.

COMPANY 4 08/2011 – 07/2016

Medium-sized Metallurgical Industry.

Senior HR Analyst (BP)

- ✓ Recruited and selected employees for the plant's Deployment Unit - 348 hires in 3 years of plant operation at all hierarchical levels.
- ✓ Responsible for the Training & Development of employees.
- ✓ Reviewed and adapted internal company standards for the new unit.
- ✓ Managed Service Providers - Safety, Conservation and Food Services.
- ✓ Led the unit for labor issues and union negotiations.

COMPANY 5 03/2010 – 07/2011

NGO with 10 years of experience in educational sports.

Project Coordinator

COMPANY 6 02/2009 – 01/2010

NGO with 20 years of experience in social, educational and environmental projects.

Independent Consultant

COMPANY 7 05/1997 – 04/2002

General Hospital.

Billing Analyst, Billing Supervisor and Psychology Intern

MAIN COURSES

- ✓ The Path of Authentic Communication - Instituto Tiê – May/2021
- ✓ Introductory and Advanced Course in Nonviolent Communication, Instituto CNV Brasil - Brasília (Distance Learning), May and September/2019
- ✓ Competency-based Interviews and Selection - Integração - November/2018
- ✓ Labor and Social Sec. Legislation Applied to HR - IDEMP - February/2013
- ✓ Knowing Remuneration Practices - Grupisa - May/2012