

Denise Marques Meneghetti

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Objective

An opportunity to apply my theoretical knowledge and practical know-how in Human Resources fields, either as a HR manager or as Business Partner

Profile

Professional with more than 12 years of experience in HR area, negotiation and problem-solving skills, dynamic, flexible, committed and responsible.

A generalist who focus on result, expertise in Recruitment and Selection, Training and Development and good knowledge in Benefits Administration and Compensation.

Experience in coordinate payroll, severance calculations, Performance evaluation and training certificates;

Currently working as HR consultant for BBKO and others company with independent projects.

Education

07/2014 – Coach International certificated

03/2011 - 06/2011 – (Brazil) Specialization (PEC) Human Strategic Management - FGV

03/2006 a 09/2006 (Australia)- Business Administration Certificated– QICT – Queensland Institute of Commerce and Technology.

11/2005 a 03/2006 (Australia) – English Course – QCE - Queensland College of English

01/2000 a 12/2004 – (Brazil) Psychology Graduated UNIP.

LANGUAGES

- Advanced English
- Fluent Portuguese.

PROFESSIONAL EXPERIENCE

01/01/2010 – Human Resources Manager- **BBKO Consulting**

Medium business - MS consultants body shop and IT projects for Public Sector.

- Administration of the entire selection process;
- Responsible for hired and termination;
- Control of termination of contract with partners;
- Career Management Plan;
- Area management training and development
- Implementation of training programs and new talent
- Maintenance of business processes;
- Executive management committee.

- Coordinator of Recruitment and Selection (01/2010 - 06/2010)
Responsible for coordinating all activities in the area of recruitment and selection, reporting, managing staff, implement new ways of hunting, hiring and integration.
Practice specializing in IT market

Sysone Consultoria. 05/2008 -31/12/2009

Small business, allocation and monitoring of SAP consultants and IT projects.

- HR Coordinator

Responsible for coordinating all activities related to HR, the company's personnel department, recruitment and selection;

Practice specializing in the SAP market and other platforms in all modules and sub modules comprising technologies.

Prendas Domésticas. 07/2007 – 10/2007

Small business relocation specialist professionals and consulting.

- HR recruiter

Raising profile with the client.

Screening and review curriculum individual interview

Interview candidates with the client.

Closing and Follow up of vacancies.

International Experience – Australia 11/2005 to 11/2006

ALLCARE Products Disposable. 08/2004 a 06/2005

Industry Small manufacturing baby wipes.

- HR Consultant.

Restructuring of finance, HR and administration areas.

Recruitment and Selection (analysis and screening of resumes, interviews, dynamics, performance evaluation, feedback, reports)

Financial Control and personnel department (sending bank hours, point, vacation and termination for accounting).

Disclosure of Products;

Liaising with advertising agencies;

Preparation and assembly of Disclosure Material;

Materials Control, Procurement & Distribution internal and external;

Control of default;

Preparation of management reports in Excel;

Customer base and contracts.

COURSES

Windows;

Microsoft Office –Power Point, Excel e Word certificated.

Internet Explorer; Netscape;

Internet Mail;

Workshop – Leadership, Negotiation, Motivation, Quality of Service;

Communication Course for teenager;

Training Consultants Financial - Life Insurance, Pension, Health Insurance, Financial Planning, Marketing and Customer Relationship Management;

Honorable Mention in Design Solutions - Improving Public Safety-promoted by TV Globo in partnership with the State Government.