VICTORIA COCCIOLO

Human Resources Student

I am seeking a new professional challenge where I can apply my knowledge, develop practical skills, and continue advancing in my career. I stand out for my proactivity, commitment, flexibility, and a constant enthusiasm for learning and adding value



WORK EXPERIENCE

HRBP Trainee for SOC & Well Construction at Baker Hughes | Feb 2024 - Today

- Collaboration in HR management and the agenda of the HRBP team for Latam, including workforce planning, talent management, performance cycle, and organizational structure.
- Monitoring HR indicators: headcount, staff turnover, and other metrics.
- Preparation of reports and information management in Workday: updating employee data (union and non-union) and company policies.
- Responding to inquiries and issues via the ServiceNow platform (e.g., life cycle, collective bargaining agreements, compensation, and labor law).
- Support in HR projects: ensuring the correct application of policies and procedures and addressing related issues (e.g., union adjustments, COLA, health insurance).
- Assistance in training initiatives for leaders in tools and processes, and developing presentation materials.
- Preparation of materials for DEI, HSE initiatives, and cultural activities.
- Preparation and distribution of communications across the organization.
- Management of internship documentation, including Framework and Individual Agreements.

Administrative and Sales Assistant at La Marra | Dic 2021 - Dic 2023

- Managed administrative and accounting tasks.
- Oversaw inventory control and pricing, and generated reports.
- Delivered excellent customer service and drove sales.
- Gained experience in social media management.

Secretary at Procegraf SRL | Nov 2020 - May 2021

- Managed communications: phone calls, emails, and correspondence.
- Prepared documents, reports, and presentations.
- Welcomed clients and suppliers at reception

EDUCATION

Bachelor's Degree in Human Resources, UADE | 2021 - 2025
Currently completing the last 5 courses.

Bachelor's Degree in Social Work, UBA | 2020 - 2021
Completed CBC + 1 year of coursework.

High School Diploma in Economics and Administration, Santisimo Redentor | 2014 - 2019
Overall GPA: 9.05/10.

SKILLS

Technical: Proficient in Microsoft Office Suite; experience with HRIS platforms (Workday and ServiceNow).

Languages: Native Spanish; Advanced English; Basic Italian

CONTACT

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