Carolina Rodriguez Diz



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Nationality: Argentina

Birhdate: 22/09/1992 (25 years sold)

Professional goal:

Constant developing of my professional and personal skills by being member of an effective human resources department.

Work Experiencie:

- HR Assistant- RE/MAX Puerto *(Since July 2018 to the present)*

  My role in the company is to run the selection process integrally, the profiles I´m looking for are real state agents. My labor begins with the posting of the job offers in different platforms such as Zonajobs and Bumeran. Then I get intouch with the candidates to coordinate the interviews. Afterwards, I take the interviews paying attention to different aspects of the candidate personality to evaluate if his profile is adequate to the company expectations. If the candidate is suitable, I coordinate the tests to evaluate his or her psychological and technical fitness. Finally, I make a report of the candidate and I deliver it to my manager.

  I also participate in the organization of the company events and administrate the employee's bundles.

- HR Assistant – RF Cía de Bares en Eventos *(From March 2017 to July 2018)*

  My job was to run the selection process integrally, the profiles I searched for were : Bartenders and waiters. I posted the job offers in different platforms mainly in Facebook job boards. Then, I used to coordinate group interviews and after a selection process I took individual interviews. Then I used to make reports about the candidates and deliver them to my manager.

- Intership in HR- Grupo Almar. *(From march 2018 to November 2010)*

  My job was to administrate the employee files.

DEGREES

- Degree in psycology – Universidad de Buenos Aires *(From March 2013- to December 2017)*
- Highschool with comercial orientation – Instituto Santa María de Los Ángeles.

LENGUAJES

- English: Advanced (First Certificate of English (FCE) grade 78

COMPUTING

- Social Media : Intermediate
- Microsoft office: Intermediate

COURSES AND VOLUNTEERING

- Salary administration - Capacitarte UBA
- IT Recruitment- Capacitarte UBA
- HR ASSISTANT - Capacitarte UBA
- VOLUNTEERING- Fundación "Muy Simple".