BRENDA LANE WILDE

Address: Uriarte 1058, City of Buenos Aires, Argentina.
Phone: 11 6 6710 387
Mail: brendalane@hotmail.com
Date of birth: July 17, 1990

Dynamic HR professional with proven skills in HR administration as well as in soft areas. Dedicated to promoting efficient business operations and high productivity by on boarding well qualified candidates and minimizing employee turnover. History of driving advancements in training, productivity and team motivation through proactive approaches.

EXPERIENCE

HR Analyst at Translation Solutions - CABA

September-2018 – Currently

- Coordinated implementation of people-related services, policies, and programs through the departmental staff.
- Set, enforced and explained HR policies to team members to cultivate compliant and satisfied workforce.
- Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
- Reviewed job applications to identify, vet and recommend optimal candidates.
- Headhunting.
- Managed the recruitment and hiring process from end to end.
- Communicated with potential hires to provide clarity on expected tasks, compensation and policies.
- Maintained work structure by updating job requirements and job descriptions for all positions.
- Collaborated with management to build and implement effective, modern employment policies.
- Collaboration with Payroll area.
- Generated and updated complete and accurate employee files for in-house and external employees.
- Follow up of leaves of absence, vacation, sick leaves, ART.

HR Analyst at Cliba - CABA

December-2017 - September-2018

- Managed the night shift.
- Control of daily absenteeism, licenses, vacations.
- Perform and control the pre-liquidation of 800 employees.
- Management of Meta4 management system.
- Assembly of spreadsheets with employees' updates.
- Attention to inquiries and complaints.
- Printing and delivery of receipts, work clothes.
- Contact with union delegates.
- Administrative tasks related to the area.

HR Administration at General Treasure of the Province - Tucuman
March-2016 - September-2017

- Control of assistance, licenses and vacations.
- Upload to internal management system all news related to employees.
- Maintain employee files up to date.
- Collaborate with the pre-liquidation of the personnel of my division.
- Responsible for generating a good working environment.
- Advising the managers regarding communication and good hr policies.
- Internal communication and attention to doubts and complaints of the staff.
- Responsible for purchasing necessary elements for the office and its employees, using an annual budget provided.

Manager at Aloha coffee & shop - Tucuman
October-2015 - January-2016

- Managed the entire facilities and all employees.
- Cashier.
- Employees scheduling.
- Payroll.

Manager at Club Capelli - Tucuman
February-2015 - September-2015

- Managed the entire facilities and employees.
- In charge of the training in customer services.
- Stock management.
- Employees scheduling.
- Follow up of licenses and vacations.

EDUCATION
Diploma in Occupational Psychology oriented to HR
Faculty of Business UCES
CABA 2019 - 2020

Bachelors Degree in Human Resources
Saint Thomas Aquinas University of the North
Tucuman 2008 - 2012

Translation Studies - English
CULTURAL INSTITUTE ARGENTINO Modern Language - ANGLO
Tucuman 2005 - 2011

LANGUAGES
English – Very fluent
Spanish – Native

SKILLS
- Recruitment
- Relationship building
- Interpersonal and written communication
- Conflict and issues resolution
- Team management
- Organize and responsible