

**SK.**  
**SUSAN  
KNODEL**

HUMAN  
RESOURCES  
ASSISTANT



Nationalities: Swiss and Brazilian  
French-English-Portuguese  
Italian-Spanish

## CONTACT

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## EXPERTISE

Human Resources  
Project Management  
Sustainable Development  
Health and Security  
Organisational Skills  
Digital Marketing

## EDUCATION

**CERTIFICATE | HUMAN  
RESOURCES**  
Human Resources Swiss Exams  
2020

**CERTIFICATE | HUMAN  
RESOURCES**  
IFAGE, Geneva  
2020

**MASTER | SUSTAINABLE  
DEVELOPMENT**  
University of Geneva  
2008-2012

**BACHELOR | ARCHITECTURE**  
University of Paraná, Brazil  
1992-1997

## PROFILE

Multi-cultural architect transitioning into Human Resources activities. International experiences in project development and relocation services for expatriates. Seeks to leverage experiences in human resources operations.

Works independently, proactive, multi-tasking, detail-oriented professional recognised for having an excellent managerial, organisational and interpersonal skills, able to prioritize tasks effectively, keen problem-solving abilities, adaptable to different environment, versatile and available.

## ACHIEVEMENTS

- ✓ Coordinate relocation activities for expatriates in Geneva such as housing hunting, immigration / work permit application process, real estate contracts, insurances, tax, furnishing and all daily living issues.
- ✓ Assist diplomats as Personal Assistant to organize meetings, events and clerical tasks. Attend about 50 sessions with representatives of UN members' states. Elaborate reports to the Ministry of Foreign Affairs in Brazil.
- ✓ Assist UHNWI as a Property Manager and Personal Assistant to organise agenda, meetings and administrating properties from 150m<sup>2</sup> to 2000m<sup>2</sup>.
- ✓ Prospect clients and partners in energy and buildings analysis using 3D CitySim simulation software created by the EPFL' spin-off Kaemco.
- ✓ Assist professors to organize seminars, meetings and events as personal assistant and researcher at University of Paraná (Brazil), University of Chiba (Japan) and University of Geneva (Switzerland).
- ✓ Design and Develop architectural projects as villas, commercial buildings, cultural and health centres (25.000m<sup>2</sup> approx.), park and landscaping projects (300.000m<sup>2</sup> approx.)

## LANGUAGES

**PORTUGUESE**  
Native Language

**FRENCH**  
Level C2

**ENGLISH**  
Level C2

**ITALIAN**  
Level B1

**SPANISH**  
Level B1

## TECHNICAL SKILLS

MS Office Tools  
MS Project  
Revit  
ArcGis

## AWARDS

**Master Scholarship**  
Swiss Confederation  
2008-2010

**Research Scholarship**  
Schmidheiny Foundation  
2011

**Research Scholarship**  
Japan International Cooperation  
Agency  
2002-2013

**First Reward**  
Bachelor in Architecture  
University of Paraná, Brazil  
1998

## INTERESTS

- ✓ Squash
- ✓ Diving
- ✓ Traveling
- ✓ Photography
- ✓ Piano
- ✓ Fashion

## EXPERIENCE

**RELOCATION ADVISOR | SK RELOCATION** *Geneva 2017 to 2019*

- ✓ Coordinate multiple tasks in the field of expatriate relocation and property management (housing, furnishing, concierge, personal assistant).
- ✓ Manage of about 80 to 300m<sup>2</sup>'s apartments and houses.

**ARCHITECT ADVISOR | KAEMCO** *Geneva 2016 to 2017*

- ✓ Prospect clients and partners in energy and buildings analysis using 3D CitySim simulation software created by the EPFL' spin-off Kaemco.
- ✓ Present a project proposition to the "Office Cantonal de l'Énergie" (GE) and at UNECE conference with energy efficiency experts.
- ✓ Article published by newspaper Tribune de Genève.

**ASSISTANT | Permanent | UN Mission of Brazil** *Geneva 2014*

- ✓ Assist diplomates as Personal Assistant to organize meetings, events and clerical tasks.
- ✓ Attend about 50 sessions with representatives of UN members' states.
- ✓ Elaborate reports to the Ministry of Foreign Affairs in Brazil mainly on environmental issues.

**PhD Educational Period | University of Geneva** *Geneva 2013-2016*

**GIS SPECIALIST | Urban Planning Department** *Carouge 2012-2013*

- ✓ Establish a geo-located data structure of the various elements of the public domain for the effective management of the City of Carouge's heritage.
- ✓ Use of GIS (Geographic Information System) software.
- ✓ Manage of about 700 dossiers.

**MASTER Educational Period | University of Geneva** *Geneva 2008-2012*

**ARCHITECT | Employee and Self-employed** *Brazil 1996 to 2008*

- ✓ Design and develop architectural and landscape architectural projects.
- ✓ Supervise all the phases of the projects development, administrative tasks as well as the follow-up of construction and renovation sites with different professionals.
- ✓ Coordinate studies of feasibility, budget and personnel management.
- ✓ Coordinate property management of villas and stores.
- ✓ Plan and organize private events (10 to 100 people). Deal from invitation design, logistic, catering, decoration, entertainment contracts to personnel management.

**ARCHITECT | JICA** *Tokyo 2002 to 2003*

- ✓ Develop researches in urban planning and landscaping design at University of Chiba.
- ✓ Coordinate seminar and meetings often involving researchers and academic sector.