



SUSAN KNODEL

HUMAN
RESOURCES
ASSISTANT



Citizenships: Swiss and Brazilian
Languages: French- English-
Portuguese - Italian - Spanish

CONTACT

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EXPERTISE

- Human resources
- Project management
- Sustainable development
- Data Analytics
- Digital marketing

EDUCATION

BACHELOR | Psychology
UniDistance
2021 – on going blended learning

CERTIFICATE | Talent acquisition |
People analytics
AIHR Academy to innovate HR
OpenSAP Training
2020 – on going remote learning

CERTIFICATE | Diversity, equity &
inclusion ESSEC Business School
2020

CERTIFICATE | Human Resources
Human Resources Swiss Exam | IFAGE
2020

SPECIALISATION | GIS Data Analysis
University of Geneva
2010-2011

MASTER | Environmental Science
University of Geneva
2008-2012

BACHELOR | Architecture
University of Parana State, Brazil
1992-1997

PROFILE

Strong international project management and research experience in Brazil, Japan and Switzerland. Master in environmental sciences and Swiss Certificate in human resources. Seeks to leverage her career in HR operations, mainly in people analytics, employee experience, assessments (KPIs) and talent acquisition management.

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

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.
- ✓ Prospect clients and partners in energy and buildings analysis using 3D CitySim simulation software created by the EPFL' spin-off Kaemco
- ✓ 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.
- ✓ 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).
- ✓ 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.
- ✓ Develop scientific researches in urban sustainable development and GIS using data analysis.
- ✓ Assist UHNWI as a Property Manager and Personal Assistant to organise agenda, meetings and administrating properties from 150m² to 2000m².
- ✓ Design and Develop architectural projects as villas, commercial buildings, cultural and health centres (25.000m² approx.), park and landscaping projects (300.000m² approx.).

LANGUAGES

PORTUGUESE
Native Language

FRENCH
Level C2

ENGLISH
Level C2

ITALIAN
Level B2

SPANISH
Level B1

JAPANESE
Level A1

TECHNICAL SKILLS

MS Office Tools

Revit BIM | ArcGis

InDesign | Photoshop

Power BI | PeopleSoft

AWARDS

Research Scholarship
Schmidheiny Foundation
2011

Master Scholarship
Swiss Confederation
2008-2010

Research Scholarship
Japan International Cooperation
Agency
2002-2003

First Reward
Bachelor in Architecture
University of Parana State, Brazil
1998

INTERESTS

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

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 300m²'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 the 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 to 2016*

GIS SPECIALIST | Urban Planning Department *Carouge 2012 to 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 files.

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

ARCHITECT | JICA *Tokyo 2002 to 2003*

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

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 with all management tasks from invitation design, logistic, catering, decoration, entertainment contracts to personnel management.