



SUSAN KNODEL

HUMAN RESOURCES ASSISTANT



Citizenships:
Swiss and Brazilian

CONTACT

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EDUCATION

CERTIFICATE | Human Resources
Human Resources Swiss Exam|IFAGE
2020

**CERTIFICATE | Talent acquisition |
HR Analytics** (*remote learning*)
AIHR Academy to innovate HR
2020 - *in progress*

BACHELOR | Psychology
UniDistance (*blended learning*)
2021 - *in progress*

**CERTIFICATE | Health and safety in
the workplaces | SUVA**
F4S EduQua
2020

**CERTIFICATE | Diversity, equity &
inclusion** ESSEC Business School
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

PROFIL

A multicultural, people-focused, and results-driven professional with experience in Project Management, in the areas of HR and Recruitment & Selection. Has a Master's degree in sustainable development and data analysis and holds the Swiss HR Certification. Currently completing a degree in Psychology.

Excellent communication, interpersonal, and organisation skills. Passionate about people, professional development, and collaborating with others to achieve exceptional results. Able to organise and manage complex projects under strict deadlines. Immediately available and currently seeking a part time (50-70%) position in HR, ideally for a growing, multinational company.

KEY SKILLS & COMPETENCES

- ✓ **HUMAN RESOURCES** – Knowledge of Swiss social insurance system and labour laws | Payroll | HR administration and recruitment process | Work permit | Training & development | HR analytics and dashboards using Power BI
- ✓ **PROJECT MANAGEMENT** – Manage general office administration tasks | Coordinate feasibility studies, budgets, and suppliers | Administer Private Properties | Coordinate relocation activities | Design architectural projects | Supervise construction and renovation sites | Organise meetings and events
- ✓ **HEALTH & SAFETY IN THE WORKPLACES** – Knowledge of Swiss health and safety regulations in the workplaces | Establish a health and safety management system | Identify danger and apply prevention measures
- ✓ **SUSTAINABLE DEVELOPMENT** – Conduct research projects (data monitoring & evaluation), training and reports on environmental issues mainly on climate change adaptation strategies and energy efficiency
- ✓ **DIGITAL MARKETING** – Prospect clients | Create marketing material and reports with Photoshop and InDesign | Update websites using WordPress | Elaborate Social Media Content
- ✓ **COMMUNICATION SKILLS** – Speaks French, English, Portuguese, Italian and Spanish

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

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 approximately 80-300m²'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 newspaper Tribune de Genève.

ASSISTANTE | Permanent UN Mission of Brazil

Geneva 2014

- ✓ Assist diplomats as Personal Assistant to organise meetings, events and clerical tasks.
- ✓ Engage in a teamwork collaboration to deliver reports under tight deadlines.
- ✓ Attend about 50 sessions with representatives of UN member 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 approximately 700 geo-located public property files of the City of Carouge.

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

ARCHITECT | JICA

Tokyo 2002 to 2003

- ✓ Develop research in urban planning and landscaping design at the 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 projects (villas, residential and commercial buildings, cultural and health centers, approximately 25.000 m²) and park and landscape projects (approximately 300.000m²).
- ✓ Supervise all phases of projects development and administrative tasks as well as the follow-up of construction and renovation sites with different professionals.
- ✓ Coordinate feasibility studies, budgets, personnel management, recruitment and selection process.
- ✓ Coordinate property management of villas and stores.
- ✓ Plan and organise private events (10 to 100 people). Deal with all management tasks from invitation design, logistic, catering, decoration, entertainment contracts to personnel management.