

SUSAN HONJO

CONTACT

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EDUCATION

CERTIFICATE | Human Resources
Human Resources Swiss Exam|IFAGE
2020

CERTIFICATE | L&D | DEI
AIHR Academy to innovate HR
2022 (September)

Digital Learning Design
Digital Learning Institute
2022 – in progress

BACHELOR | Psychology
Social Psychology | Statistics
Differential Psychology
Educational & Development
Organizational Psychology
UniDistance (remote learning)
2021 – in progress

CERTIFICATE | Health and safety in the workplace | SUVA
Mental Health First Aid
F4S | Promotion Santé Suisse
Fondation ProMente Sana
2021

MASTER | Sustainable Development
University of Geneva
2012

CAS | Geomatics |GIS
University of Geneva
2011

BACHELOR | Architecture
University of Parana State, Brazil
1997

Talent
Acquisition |
L & D
Specialist



PROFILE

A multicultural, **people-focused**, results-driven, creative professional with experience in the areas of project management, L&D and Talent Acquisition. Has a **Master's degree in sustainable development** and holds the **Swiss HR Certification** and Health & Safety in the workplace. Currently completing a degree in **Psychology**, a Certification in **Digital Learning Design** and DEI.

Excellent communication, interpersonal, and organisation skills. Passionate about people development, and collaborating with others to achieve exceptional results. Able to organise and manage complex projects under strict deadlines. Available for travels and relocating.

Professional introduction video:
<https://susanknodel.com/profile/>

KEY SKILLS & COMPETENCIES

- ✓ **HUMAN RESOURCES** – HR administration and Recruitment process | Support LMS users | Manage ATS | Skills and Competencies Survey & Performance Review | Coordinate logistics | Facilitate remote meetings | Support Junior Academy Program.
- ✓ **E-LEARNING & DIGITAL MARKETING** – Support virtual trainings | Develop training activities | **Management of LMS** | **Create e-learning courses** with Articulate | Elaborate Social Media Content | Identify trainings needs | support curators | Edit training video | Create video using AI | **Create learning support material** and reports with InDesign | Update websites using WordPress | Elaborate Presentation Slides | KMS Content
- ✓ **PROJECT MANAGEMENT** – Manage general office administration tasks | **Report Preparation** | Coordinate feasibility studies, budgets and suppliers | Organise meetings and events.
- ✓ **COMMUNICATION SKILLS** – Excellent across all levels, company divisions and cultures. Speaks French, English, Portuguese, Italian and Spanish.

LANGUAGES

ENGLISH

Level C2

FRENCH

Level C2

PORTUGUESE

Native Language

ITALIAN

Level B2

SPANISH

Level B1

JAPANESE

Level A1

TECHNICAL SKILLS

MS Office (Excel, Word, Power Point)

InDesign | Articulate | Photoshop

| Engagedly (LMS) | Elium (KMS) |

AI Video | Canvas | Workable (ATS)

Revit | Archicad

AWARDS

Research Scholarship

Schmidheiny Foundation,
Switzerland

Master Scholarship

Swiss Confederation

Research Scholarship

Japan International Cooperation
Agency

First Reward

Bachelor in Architecture

University of Parana State, Brazil

INTERESTS

- ✓ Scuba Diving (PADI Certificate)
- ✓ Squash
- ✓ Traveling (Architectural Heritage)
- ✓ Photography | Art | Opera
- ✓ Piano (10 years of practicing)

EXPERIENCE

L&D | TALENT ACQUISITION ASSISTANT QUANTIS *Lausanne Jan-July 2022*

- ✓ Support the L&D and Talent Acquisition team on multiple administration tasks
- ✓ **Manage the LMS platform** (create and update learning materials, quizzes, videos)
- ✓ **Provide technical assistance to users** and support the performance review process.
- ✓ **Support for virtual trainings**, Survey & Performance Review for aprox.300 employees.
Review Internal Trainings Catalogue with curators
- ✓ Manage the Recruitment platform, screen and evaluate candidates
- ✓ **Coordinate logistics** of panel interviews, respond candidate enquiries
- ✓ **Provide support on various ongoing projects (Junior Academy Program)**
- ✓ Elaborate content for KMS and reports

HR INTERN | KLASS ACADEMY DIGITAL LEARNING *Geneva June – Dec.2021*

- ✓ **Design and deliver team-building workshops remotely.** Work cross-functionally reporting directly to the business manager.
- ✓ Support business growth through recruitment and selection and onboarding of key talents. Assist HR administration and conduct evaluation interviews

PERSONAL ASSISTANT | UHNWI

Geneva 2018 to 2019

- ✓ **Coordinate multiple administrative tasks** such as property management, **budget**, booking and arranging meetings and travel, organize events, liaising with housing staff, suppliers and clients.

ASSISTANT | EPFL's Spin-off KAEMCO

Geneva 2016 to 2017

- ✓ **Organize trainings with different stakeholders on sustainable development.** Prospect clients and partners in energy and buildings analysis using 3D City-Sim simulation software created by Kaemco.

ASSISTANT | UNIVERSITY OF GENEVA

Geneva 2015 2016

- ✓ Coordinate logistics and **organize trainings with different stakeholders** in UN for the Summer School Program on sustainable development.
- ✓ **Support professors and foreign students** on their studies period in Geneva.
- ✓ Communicate information with participants and professors
- ✓ Develop a PhD research on urban energy performance index and strategies.

ASSISTANT to UN Diplomats | UN Mission of Brazil

Geneva 2014

- ✓ Assist diplomats to **organise meetings, events and clerical tasks.** Engage in a collaborative teamwork to deliver reports under tight deadlines. Attend approximately 50 sessions with representatives of UN member states. **Elaborate reports** to the Ministry of Foreign Affairs in Brazil mainly on sustainable development and human rights.

GEOMATICS ADVISOR | Urban Planning Department *Carouge 2012 to 2013*

- ✓ Establish a geo-located data structure (GIS) of the various elements of the public domain for the effective management of the City of Carouge's heritage.