

Jessica Claire

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

SUMMARY Talented HR/Global Mobility Manager with 12-year career overseeing Human Resources and Global Mobility operations. Well-versed in legal compliance, immigration, and tax matters. Forward-thinking with superior problem-solving, organizational skills, and high integrity standards.

- SKILLS**
- Compliance
 - Immigration management
 - Payroll administration
 - Leadership development
 - People operations
 - Benefits administration
 - Recruitment and hiring
 - Employee relations
 - Fluent in Spanish
 - Fluent in Portuguese
 - Fluent in English
 - Lean Six Sigma
 - Project Management
 - Leadership

EXPERIENCE **HUMAN RESOURCES MANAGER** 06/2020 to CURRENT

Rich Products Corporation | Niles, IL

- Directly responsible for implementing the Company's Shared Services Center (SSC)
- Transferring activities performed in the USA (Finance, Payroll, HR Operations and Operations Administration) to the SSC in Brazil, bringing about \$500,000 of savings per year;
- Responsible for the implementation of the new PEO company, bringing around \$100,000 savings per year;
- In charge of HR Governance (directly responsible for the development and implementation of company policies, such as Company Car, Educational Assistance, Parental Leave, and Commissions);
- Responsible for the development and implementation of the company's bonus program (policy, calculation methodology (including performance and profitability indicators), and payment process);
- Manage compliance and investigation processes;
- Responsible for Compensation and Benefits administration
- Directly responsible for implementing the new healthcare benefits, bringing about \$40,000 of savings per year
- Manage Talent Acquisition (directly responsible for the hiring of a whole leadership division);
- Manage Employee performance and development
- Directly responsible for the program implementation, including performance indicators, performance review, and HR performance system;
- Responsible for Global Mobility and Immigration; supporting employees' relocation (international and domestic)
- Responsible for company training programs (Leadership development and Safety)
- Responsible for Employee and Labor relations;
- Responsible for all the HR Systems management and improvement;

PROJECT MANAGER

08/2019 to 06/2020

Cleveland-Cliffs Inc. | Coshocton, OH

- Responsible for Open Source Software (OSS) Management projects, Education Strategy, and Rollout plan
- Responsible for the OSS project cost analysis, finding savings and automation opportunities, consequently bringing significant savings to the company
- Coordinate the development and implementation of the OSS automation process, to capture and block the use of restrictive licenses
- Responsible for OSS project reporting and metrics to effectively communicate project achievements to sponsors and stakeholders
- Perform tasks central to the development process, including scheduling, budgeting, and resource management
- Lead efforts to elicit, represent, and communicate requirements through requirements-driven processes, written requirements deliverables, diagrams, flow charts, presentations, etc
- Support Global Visual Style Guide projects to ensure that the company's visual identity is being applied to all IT-developed products.

GLOBAL MOBILITY/ HR OPERATIONS - REGIONAL PROCESS LEADER

08/2011 to 07/2017

General Electric Sao | City, STATE

- Led the Global Mobility Services for company expat employees (100+ international transfers per year);
- Responsible for all HR services for expats employees (payroll, benefits, bonus payment, deferred compensation management, onboarding, offboarding)
- Partnered with the Labor and Union Relations team to ensure employees were fairly and compliantly treated
- Partnered with global teams in the development of Short-Term Business Travelers' (STBT) data storage and policy
- Partnered with the Compliance team on employees' investigations
- Led an initiative to reduce social security costs for expatriates outbound Brazil, parametrizing payroll systems to be compliant with applicable labor law, consequently bringing 9% of savings per employee
- Led the company car matrix project to avoid discrepancies among transferred employees
- Led an initiative to reduce pension plan costs for international employees;
- Renegotiated immigration service provider fees for Latin American countries, bringing 25% of savings to the company
- Led mergers, acquisitions, and dispositions projects from a Human Resources/Global Mobility standpoint (reviewing culture, benefits structure, creation of benefits' side by side comparison, creation of unified policies (including phase-out strategies), supported employees selection and downsizing processes), especially for Alstom and Baker Hughes
- Project Manager for several strategic projects, such as Payroll standardization process, GMS (Global Mobility Services) payroll integration with Latin American countries' local platforms, Hypothetical Tax system and process set up).

SERVICES ANALYST

06/2007 to 08/2011

Ernst Young | City, STATE

- Coordinated Latin America inbound and outbound assignments
- Managed vendors' (Immigration, Tax, Relocation) activities and performance
- Provided split salary calculation, deferred compensation, and payroll instructions
- Worked as a Global Mobility focal point for assignees, families, and businesses
- Managed expatriate policies and exceptions requests
- Provided cost projection analysis for HRMs and Hiring Managers to aid in employees' transfer decisions.

EDUCATION AND TRAINING **Master of Science | Information Systems - Project** 08/2019
The University of Utah, David Eccles School of Business Salt, Lake City, UT

Bachelor of Accounting 12/2010

Centro Universitario Estacio Uniradial, Sao Paulo

- WEBSITES, PORTFOLIOS, PROFILES**
- www.linkedin.com/in/aparecidamarquesClaire