Simon schultz fRIAS

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| GOALS | | |
|  | To develop in an environment that allows my personal and professional growth. |
| EXPERIENCE | | |
|  | 2015 – Current day **Corporación Digitel**  Human Resource Senior Specialist   1. Deliver human resources (HR) services in all functional areas, including orientation, employee communications, training and development, employee relations and benefits.   2010 – 2015 **Pentech Ingenieros**  Human resource analyst   1. Deliver human resources (HR) services in all functional areas, including orientation, employee communications, training and development, employee relations and benefits.   2006–2010 **Inelectra**  Training and development analyst   1. Coordination of training and development programs for all company personnel.  * Currently implementing the training and development module in SAP.   Personnel management analyst   1. Registry of new personnel in SAP. 2. Promotion/Transfer of personnel Administration in SAP. 3. Organizational Management Administration in SAP 4. Leave Administration Control. 5. SAP Power User (HR module) providing support and solutions on a day to day basis to all members of the department. |
|  | 2005–2006 **Alimentos Polar**  Intern   1. Updating database for prospective new recruits. 2. Assigned to Change Management Team (new Sales Force platform). |
| EDUCATION | | |
|  | 2001–2006 **Universidad Central de Venezuela**   1. Bachelor’s Degree - Education, Major: Human Resource Development.   2007 **Codado (SAP training institute – Caracas)**   * SAP HR Course (“Academy”)   2012-2014 **FUNIBER**   * Master’s Degree in HR and Knowledgement Management |
| Skills | | |
|  | * English (oral and written - Fluent). * SAP HR (Personnel Administration, Organizational Management, Reporting, Payroll and and Time Management) * Office (Word, Excel, Powerpoint) |
| Competencies | | |
|  | * Pro – active / Goal - driven. * Ability to work under pressure. * Team worker. |

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