

# Dario Maxime

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## **Objective:**

Secure employment with a diversified company and being influential with my professional expertise and experience, while further increasing my education.

## **Education**

### **Arkansas State University, Jonesboro AR, USA**

Bachelors of Science Degree: December 2010

- Major: Business Management with a Human Resource Emphasis
- Library Assistant at Dean B. Ellis Library ( January 2009- December 2010)

### **Bunker Hill Community College, Charlestown MA, USA**

Associate of Arts Degree: December 2008

- Major: Business Administration
- High Honors GPA: 3.7/4.0
- Library Assistant at BHCC Library (January 2007- August 2008)

## **Relevant Coursework:**

Psychology, Management, Marketing & Accounting

## **Experience**

### **Unilever, Champ Fleurs, Trinidad**

HR Leadership Intern (Contract)

September 2013- Present

- Providing flawlessly delivery on HR processes, reports & provide support to HR leaders in decision making and Strategy development
- Assistant HRBP. Delivering fundamentals- Supports Unilever talent processes by educating and managers to generate objective and fair decisions
- Reports, data and information, Process support, coaching on day to day issues
- Advises on Reward & Performance Management tools. Works closely with managers to ensure they understand how performance management tools combine to enhance performance, and attract, engage and retain employees
- Manage corporate branding, assist with corporate communication and social responsibility
- Manage and structure the On-Boarding Process for employees
- Manage recruitment and career development competencies for the Unilever Internship Programme for all departments of the business
- Manage the health and wellness programme (Lamplighter)

### **Unilever, Champ Fleurs, Trinidad**

Associate Brand Manager of Home Care for South Caribbean (Contract)

May 2013- August 2013

- Assist in the brand's day to day operational activities including monitoring of brand performance on a monthly and quarterly basis.
- Identify and mobilize needed resources to accomplish brand/project goals
- Ensure that action plan is put in place according to market research results

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- Provide input on creative development and manage production execution
- Support the brand building manager or marketing manager in translation of the Brand Vision Plan (BVP) into the Brand Marketing Plan (BMP)
- Supports the Brand Building or Marketing Manager in the development of the Brand Marketing Plan (BMP), with the category plan guidelines, to meet company goals
- Supports the Brand Marketing Plan development and deployment by: assisting in the execution of the integrated activity schedule ensuring consistency with Brand Key Vision and Brand Vision Plan including communication strategy. Input to the region for changes in campaigns
- Assist the brand building manager or marketing manager by being responsible for launch management, assisting in the execution of the integrated activity schedule, preparation of toolkits, building launch plans and channel strategies (promotions, media and POS)

## **Unilever, Champ Fleurs, Trinidad**

Customer Marketing Consultant (Contract)

November 2012- April 2013

- Prepare presentations as required by the Customer Development or Marketing Manager
- Create requisitions for bill payment through Ariba Management system
- Help manage the input of all IOs, POs and GRs in SAP to facilitate smooth implementation
- Launches and arranges packs (trade presentation, starter packs, photos and logistics data)
- Prepares and supports the execution of channel/customer activity plans
- Participate in Unilever's outreach community voluntary program

## **Apex Tool Group, Jonesboro AR, USA**

HR Administrator (Contract)

September 2011 – February 2012

- Manages benefits administration process (annual enrollment, claims resolution, benefits training, STD, LTD, FMLA)
- Supervises HR temporary staff and administrative functions throughout the department
- Coordinate monthly staff service awards luncheons, celebrations and other associate activities
- Management and preparation of payroll entries for master control of plant payroll systems
- Manages the human resources functions for non-exempt associates (recruiting, new hire orientation salary administration, corrective actions, etc.)
- Coordinate with managers, HR and operations staff in updating the HRIS and intranet system

## **Startek, Jonesboro AR, USA**

Recruiting Coordinator

April 2011- August 2011

- Oversees the application process, auditing application tracking system (Taleo, PreVisor) on release information for applicant data
- Auditing for accuracy and completeness and distributing information to Payroll as appropriate
- Administers background checks and drug screening when applicable
- Conducts initial HR pre-screen interview, HR interview, and schedules and administers HR pre-employment tests
- Provides tours and realistic job previews for candidates during interview process
- Started off as a customer care representative

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## **Unilever/ Alberto Culver, Jonesboro AR, USA**

*Human Resource Intern (Non-paid)*

August 2010 - November 2010

- Assisted in a major 5 member internal HR file audit throughout the plant
- Administered Group Development Leader(GDL) surveys to workers
- Presented an Alberto Culver intern recruitment at Arkansas State University
- Received exposure to payroll and FMLA policies and procedures
- Trained in using HRIS such as Ivantage, First Advantage Applicant Tracking and Kronos Timekeeping.

## **Republic Bank Limited, Port of Spain, Trinidad**

Teller & Support Officer

September 2002– August 2006

- Handled various accounting transactions and reconciliation tasks
- Promoted to permanent status as Support Officer within a year
- Provided excellent customer service in banking

## **Skills**

- Mac OSX, Windows
- Microsoft Office applications including Outlook, Excel, PowerPoint and Word
- Basic Knowledge of Spanish

## **Activities/Leadership**

### **Athletics**

- Arkansas State Rugby Team: Ranked #2 USA Division 1 College Rugby
- Boston Irish Wolfhounds Rugby Club
- IRB Under 19 World Rugby Cup Championships in Italy 2002- Represented Trinidad and Tobago
- Harvard Rugby Club of Trinidad and Tobago

### **Leadership**

- 2011 Recipient of Business College Honors Departmental Award in Human Resources
- Member of the Society of Human Resource Management (SHRM) at Arkansas State University
- Recipient of Aaron and Sandie Lubin Human Resource Management Scholarship
- Member of the Phi Theta Kappa International Honor Society of Two-Year College
- Vice President of the Multicultural Club at Bunker Hill Community College (BHCC)
- Member and Event Coordinator of the Latinos Unidos Club at BHCC
- Ambassador for Trinidad and Tobago at Global Young Leaders Conference, Washington D.C 2002

## **Volunteer**

- Member of United Way of Trinidad & Tobago
- Head Coach of High School Rugby - Jonesboro Hit Squad Rugby Team
- Assisted in various Fun Raising Events in Jonesboro
- Tutored at Families in Action for underprivileged children in Boston

## **References**

- Available upon request