

Joel Sánchez Núñez

HR | Legal Ops - Immigration & Recruitment Specialist

SUMMARY

Self-driven, highly organized, proactive and detail-oriented individual with proven professional experience and strong people skills. Solid team-player who can also work independently with superb organizational and problem-solving qualifications.

Seeking to leverage several years of experience to efficiently deliver, and also pursue a growth-oriented professional path by thoroughly combining the fields I have more background and knowledge: HR, Corporate Sector and Technology.

I always perform my roles with discipline, tenacity and creativity; connecting smart and hard work. I fervently believe that's the key to achieve continuous professional growth and maintain a successful career in the long run.

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PROFESSIONAL EXPERIENCE

JPMorgan Chase & Co. | ARGENTINA, Buenos Aires.

JUNE 2020 - PRESENT

Legal Immigration Senior Specialist & Foreign National Recruitment Processes

- Conduct a wide variety of in-house processes related to HR and immigration processes.
- Design roadmaps for projects to aim for improvements in processes and new dynamics between teams.
- Help and actively participate in building and developing the immigration team in Buenos Aires.
- Build and execute flowcharts to define stages and phases for different practices in the HR and recruiting area.
- Analyze and review job descriptions, professional profiles and resumes along with Project Managers to determine and classify potential candidates to hire.
- Perform QA processes to visa applications and petitions.
- Create communication templates by using GPT3, and managing mass notification tools to trigger emails in bulk to employees and customers.
- Provide global training sessions to immigration & recruiting operations teams from the JPMC Corporate Center Buenos Aires.
- Create playbooks and design workflows for several internal processes and activities related to immigration matters.
- Daily interaction with employees in order to provide immigration advisory and discuss internal policies related to it.
- Reduction in Force (RIF & Layoff Case Analysis) and Talent Pool management.
- Report, review, update and control of foreign national employees' roster to keep an updated record of every immigration status.

Globant | ARGENTINA, Buenos Aires.

JUNE 2017 - JUNE 2020

Immigration & Mobility Senior Analyst

- Provide exceptional and dedicated support in mobility processes to employees, external candidates and other internal stakeholders traveling abroad for business and work purposes.
- Prepare historical reports to analyze volume, metrics and potential future growth in the foreign national employee population working for the company.
- Identify the need of new internal policies required for expat employees, participate in the development and implementation of it.
- Provide immigration and mobility advisory to Project Managers and clients.
- Organize and assess relocation and internal job rotation processes for different project pipelines and talent pools.
- Participate in end-to-end immigration and recruitment processes for foreign national employees.
- Act as strategic partner and consultant to business leaders and partner support teams.

SKILLS & TOOLS

- Microsoft Office
- HTML/CSS/JavaScript
- Python, SQL
- Management Tools: Jira, Trello, Git/GitHub, CodePen
- Postman
- GPT3
- LawLogix Case Management
- ORACLE Siebel CRM Tools
- Payment Management Systems
- Ariba & BuyNow Modules
- ServiceNow CRM Tools
- SAP HCM - HR Module
- Social Media, Networking & Web Research
- Adobe Illustrator & Photoshop

LANGUAGES

Fully bilingual in English and Spanish

Spanish

Native Speaker

English

Full professional proficiency

CERTIFICATIONS

2016 | IAB - Interactive Advertising Bureau (Argentina)

Digital Marketing. Strategies of SEO and SEM.

2016 | EOI - Escuela de Organización Industrial (Argentina)

Web Analytics. Analysis tools and metrics on the web.

2015 | Prof. Claudio Basile (Argentina)

Marketing and Advertising Course.

Accenture | ARGENTINA, Buenos Aires.

JUNE 2014 - JUNE 2017

Business Operations & Immigration Analyst

- Assessment and analysis of immigration, international relocations and mobility cases.
- Providing assistance and guidance for employees traveling abroad for business or relocation purposes.
- Processing different visa types in several Latin American countries.
- Build and implement automation tools by using Python programming language to optimize and make immigration processes, tasks, form fillings, petitions, etc; quicker, more efficient and minimize human error.
- Provide support and advice on all related to immigration matters, destination services and case management.
- Business Advisory Service - Running cost estimates for travels and assignments abroad. Policy development and talent pool management.
- Implementation of new procedures and development of playbooks for several immigration processes in LATAM.

Tealca | VENEZUELA, Caracas.

FEBRUARY 2008 - MARCH 2014

Branch Manager

Logistics and Operations Team Manager of a branch of this mail and logistics company in Venezuela.

- Lead the entire logistics team and work with groups of operational and administrative staff.
- Work with groups of operational and administrative staff across the whole franchise.
- Develop strategies, set objectives and achieve goals considering short, mid and long term periods.
- Supervise and participate in the entire logistic process along with our clients and our team members.
- Establish and provide focused attention to our clients, in order to gain and build a solid business relationship and customer engagement.

ACHIEVEMENTS

- ★ I have provided high quality immigration support and advisory during my career and years of experience.
- ★ Mentored junior analysts in immigration and HCM matters. This action led to solid and stronger assets in our teams.
- ★ Designed decision trees & workflows to describe different scenarios for Immigration processes that provided a detailed outcomes of the processes, timeframes and fees related to employees, projects and the business.
- ★ I created manuals, developed new processes and built effective ways to handle and manage immigration matters.
- ★ I developed and implemented new policies related to immigration matters and foreign national employees recruitment logistics, in line with the laws and establishments of several immigration authorities in different countries.
- ★ Helped to optimize the immigration-business experience for the companies and teams I've worked with.

EDUCATION

Universidad Santa María | VENEZUELA, Caracas.

2002 - 2006

Bachelor degree in Corporate Communications.

Major in PR & Journalism.

HIGHLIGHTS & QUALIFICATIONS

- ❖ Highly organized and dedicated to work.
- ❖ Strong and solid analytical skills. Problem solving, planning and organizational qualifications.
- ❖ Scrum and Agile methodologies. Intermediate knowledge as part of Development Teams.
- ❖ Excellent leadership and communication skills.
- ❖ Willing to attend conference calls and meetings outside working hours.
- ❖ Accuracy and attention to details. Capable of prioritize and planning work activities independently.
- ❖ Experience working remotely with global teams located in different countries and time zones.
- ❖ Able to demonstrate technology and soft skills that will provide improvements in different tasks and areas.
- ❖ Ability to comfortably interact with employees, business clients and management.
- ❖ Excellent technology skills with strong MS Office Suite (Excel, PowerPoint, Publisher, Word, Outlook, etc.)
- ❖ Able to demonstrate team-oriented qualities, delegate tasks effectively and maintain a high level of productivity.
- ❖ Strong interpersonal skills, able to communicate and express effectively in presentations and/or team meetings.

