

Contact

www.linkedin.com/in/alexandre-souza-a1640885 (LinkedIn)

Top Skills

Microsoft Excel

Microsoft Office

Human Resources

Alexandre Souza

Global Talent Recruitment

Topeka, Kansas, United States

Summary

I specialize in people operations, general HR, benefits administration, performance management, compliance, policy, recruiting, and more. I have repeatedly delivered results that improved organizational effectiveness and employee engagement. My mission is to help businesses and individuals develop and grow through innovative and customized HR services. My hands-on skills and knowledge of best practices in energy, oil, automotive and food/beverage, construction, restaurants, healthcare, pharmaceuticals, and government. I have excellent leadership development, a great training and development focus, and problem-solving skills that have made me a significant contributor to past employers.

Experience

Longmark Group

Director of Talent

November 2023 - Present (1 year 2 months)

United States

I provide professional HR consulting services focused on talent acquisition, workforce management, and best practices. As a recruiter, I excel at finding and placing top talent across a variety of industries. My skills include crafting, reviewing, and enhancing resumes to highlight my clients' strengths. Additionally, I manage accounts, ensuring efficient operations and maintaining strong client relationships for long-term success.

Iolite Consulting

Business Owner

August 2017 - 2023 (6 years)

Administrative assistance with:

Contractors Packs

Safety Files / Working Files

Tenders

Company Profiles

Sourcing & invoicing

Education

California State University, Northridge

Graduate Certificate in Business Administration, Business Administration /
MBA Program · (2008 - 2009)