

SEMONE NOEL

HR MANAGER/PROJECT MANAGER

CONTACT

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PORTFOLIO

SENOEL123.GITHUB.IO

EDUCATION

Data Analytics Bootcamp

Careerfoundry - Berlin

MBA, INTERNATIONAL BUSINESS, 2008
WOODBURY UNIVERSITY - BURBANK

Bachelor of Arts, SOCIAL SCIENCE, CITY
COLLEGE, 05/1994, CCNY - New York

KEY SKILLS

- Project Management
- Data Analytics & People Analytics
- Strategic Planning & Implementation
- Team Leadership & Development
- Recruitment & Talent Acquisition
- Employee Relations

PROFILE

Highly skilled HR professional with over 15 years of experience in project management, human resource management, and data analytics. Proven track record of optimizing processes, implementing effective strategies, and leveraging data-driven methods to support business goals. Adept at managing cross-functional teams, driving project success, and delivering measurable outcomes..

HR Consultant & PM (IT)

S.E.N Unipessoal, Lda – Berlin, DE & Italy

01/2020 – Present

- Lead projects to optimize workforce management through data-driven insights.
- Oversee the integration of workforce data into a centralized dashboard for HR leaders.
- Manage the development and implementation of platform features, including ROI metrics.
- Collaborate with cross-functional teams to ensure project alignment with organizational goals.
- Drive strategic planning and execution of HR analytics initiatives.
- Provide HR leaders with actionable insights for talent and organizational planning.
- Conduct thorough research and analysis using surveys, data management, and analytics to identify root causes of HR issues.
- Design and lead bespoke HR strategies, programs, and projects tailored to business needs.
- Provide consultation and guidance on human resource management policies.
- Offer daily advice and recommendations to HR personnel and team members on ongoing and emerging issues.
- Recruit, train, and manage employees to ensure optimal staffing.

Senior Recruiter

designface – Remote, Berlin

07/2023 – 12/2023

- Collaborate with managers to understand requirements and develop effective recruiting strategies.

- DEI Initiatives
- HR Strategy & Policy
- ATS Optimization
- Payroll Management
- Onboarding & Training
- Employer Branding
- English (Mother tongue)
- German (Intermediate)

- Screen, interview, and evaluate both passive and active candidates.
- Ensure timely and engaging communication with candidates throughout the hiring process.
- Design and track key metrics to evaluate employment practices.
- Develop data-driven recommendations for improving recruitment processes.
- Prepare job requisitions, manage personnel actions, and process new hires and promotions.
- Create and manage outbound recruitment campaigns using 'drip' campaigns and professional networks.

Recruiting & Human Resources Manager

Chorus One (Fintech) – Remote

02/2022 – 08/2022

- Reduced turnover by 50% and recruiting time by 25% within 3 months.
- Decreased recruiting costs by 15%, resulting in \$50K savings.
- Increased headcount from 28 to 48 team members.
- Oversaw accurate and timely payroll processing.
- Developed a 30-60-90 day onboarding initiative and feedback loops.
- Led DEI initiatives, increasing female representation from 2 to 7.
- Defined and managed employee value proposition.
- Ensured ISO compliance documentation.
- Created recruitment metrics and data analytics to forecast hiring targets.
- Prepared job descriptions and managed personnel actions.

Senior Recruiter

PADSPLIT (Real Estate) – Remote (Italy), USA

08/2021 – 02/2022

- Increased headcount by 32% through effective recruiting strategies.
- Screened, interviewed, and evaluated both passive and active candidates.
- Ensured engaging communication with candidates throughout the hiring process.
- Promoted company values, culture, and remote-only work passion.
- Designed and tracked key metrics to test recruitment effectiveness.
- Managed job requisitions, personnel actions, and recruitment campaigns.

Human Resources Generalist

Netflix – Beverly Hills, California

01/2008 – 01/2013

- Aligned HR efforts with overall company strategies.
- Oversaw payroll compliance with federal, state, and local laws.

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- Reduced staffing costs by 15% through effective recruitment and training.
 - Prepared reports on job market trends and predictions.
 - Managed job requisitions, personnel actions, and termination paperwork.
 - Coordinated final pay/benefits and exit questionnaires for terminating employees.
 - Assisted employees with personal data updates and facilitated smooth onboarding.