

Adriana Guerrero

Experienced Human Resources Consultant - Dublin, Ireland

W: <http://www.worky.com/adriana-guerrero>

Experienced, goal-oriented and bilingual human resources professional with an Honours Bachelor's Degree in Industrial Relations and an advanced Certificate in Business Management; with 3 years of relevant experience in different Human Resources processes such as Compensation and Recruitment, with important numerical, communication and organisational skills as well as high attention to detail, discretion and the ability to work with strict deadlines in a fast paced environment.

Adriana Guerrero's Professional Experience

- 2012 - Present **Bo So Group - Human Resources Consultant (on a project basis)**
Designing Human Resources Strategies and policies to meet specific needs (online collaboration).
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- 2011 - 2011 **The Travel Department - Internship in the Products Area**
- Loaded details of upcoming tours on Company system and on-line newspapers.
 - Bought airline tickets for passengers ensuring value for money.
- Managed confidential information with discretion.
- Monitored and continuously updated information, liaising with relevant departments.
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- Key Skills attention to detail, Customer Service, multi-tasking, Numerical skills, Organisation, Planning , problem solving, Teamwork, Time Management
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- 2009 - 2010 **Pericás, Guerrero & Asociados - Current PGA Group - Human Resources Consultant in Venezuela and Colombia**
- Directed different projects, including responsibilities such as planning, scheduling, human resources administration and invoicing processes, liaising with Collections Department.
 - Recruited temporary staff, including CV analysis, candidate's interviews and selection.
 - Developed human resources online software with a web development supplier, making important decisions related to compensation variables, salary formulas and graphic design.
 - Responsible for Compensation and Benefits Survey for Communications Media, Publicity Agencies and Technology Consultancy Companies in Venezuela with a scope of about 60 companies and 500 positions (including their marketing, job matching process, salary and benefits recollection, analysis and presentation of results).
 - Conducted job analysis projects, customising job descriptions according to client's specific needs and leading workshops, with high quality standards.
 - Supported other Consultancy projects in terms of data recollection, statistical analysis and results presentation.
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- Key Skills Business Development, data base management
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- 2007 - 2009 **Pericás, Guerrero & Asociados - Current PGA Group - Human Resources Project Analyst in Venezuela and Colombia**
- Supported marketing strategies of Consultancy projects, contacting clients through email and phone calls, in order to achieve participation.
 - Calculated salary and benefits parameters, using statistics, mathematics and high standard of quality control, ensuring accuracy of the data.
 - Participated in job descriptions workshops, assisting Consultancy team achieving successful outcomes.
 - Promoted to Consultant after graduating from University.
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- Key Skills Analysis, attention to detail, Client management, confidentiality , Meeting of deadlines, Organisation, responsibility
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Adriana Guerrero's Education and Qualifications

2012 **Certificate - Business Management**

Portobello Institute

Graduated with Distinction

2008 **Bachelor/Degree - Industrial Relations**

Universidad Catolica Andres Bello

Graduated with honours
