

# Danielle Faria

Experienced HR generalist

W: <http://www.worky.com/danielle-faria>

I am a Psychologist with masters in HRM working with leading Multinationals in Human Resources field. I have 6 years of experience working with Training, Recruiting and Endomarketing and I also have double citizenship: Brazilian and Italian.

## Danielle Faria's Professional Experience

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- 2007 - 2011 **Toyota - HR Administrator&HR Business Partner**  
Responsible for the ICT program (Intra Company Transferee) daily support and communication plan for brazilian´s expt´s;  
Support the career development trough competency matrix;  
Elaborate company's policies and procedures ensuring consistency and accuracy;  
Aligning HR training with corporate strategies;  
Deliver training and HR workshops  
Foreign Language Programme;  
Employees development plan through 2 Way Communication;  
Support on TBP [Toyota Business Practice] training  
HR Budget controller with considerable cost reduction due to global crisis;  
Job descriptions;
- Key Skills Ability and track record of building and maintaining excellent relationships , Ability to work independently, prioritize workload and manage tight deadlines, Able to work in a fast-paced dynamic environment, under pressure, and with a high degree of professionalism, Committed to Human Resources best practice, communicate effectively with senior members of management. , Customer Service, High degree of integrity in handling personal and confidential data/information, Japanese, Networking, Reports, self starter, Teamwork and collaborative focus
- 2006 - 2007 **American Express - Endomarketing Assistant**  
Responsible for the Program administration "Coffee with vice president" [Change Management context];  
Performance appraisal committee coordination, aligned with company values and mission;  
Defining and mapping HR processes, programmes and products;  
American Express events, briefing administration, promotions, internal communication;  
Campaigns and social actions along with the community;  
Intranet communication plan;
- Key Skills Administration, human resources, Negotiation, Promotions
- 2005 - 2006 **CDL Uberlandia - HR Internship**  
Sourcing suitable candidates via networking, advertising and referrals;  
Psychological tests application;  
Managing the job offer process and negotiating salary packages;  
Developing and managing ongoing client relationships - both on the phone and face to face;  
Responsible for hiring of all business areas;  
Developing business relationships with clients and selling our recruitment service;  
Gather the necessity of training with internal departments and its logistics;  
Deliver Training: Induction and Customer Service;  
Turnover report and presentation for the board of directors;  
Structuring Job position descriptions;
- Key Skills negotiating, Networking, recruitment, Reports

## Danielle Faria's Education and Qualifications

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2010 **Certificate - International Certificate**

**IDEP- <http://www.institutoidep.com.br/>**

The Practitioner is the beginning course of Neuro Linguistic Programming (NLP) which the trainee introduces the contents and fundamental techniques to apply in their personal, professional and therapeutic practice.

Its course was structured to demonstrate the facts that acts like a transforming agents in our lives.

NLP studies the structure of subjective experience, how does the brain and mind works and how do we structure our thoughts, emotion and our communication.

This techniques has a practical, immediate and effective application to accomplish goals in personal and professional life.

This course is recognized by the American Board of NLP (EUA), responsible for regulate the use and practice of Neuro Linguistic Programming in the United States and the International Association of NLP-Institutes (Europa), which regulates the practice of NLP in Europe.

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2009 **Masters/PostGrad - Organisational Psychology - HR  
University Center of FEI (Industrial Engineering Faculty) - SP/BRAZIL**

The Masters course offers disciplines aiming an business overview, personal and professional development, emphasizing a behavioral interpretation

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2006 **Bachelor/Degree - Psychology  
Undergraduation in Psychology - Federal University of Uberlândia - UFU - MG/BRAZIL;**

The Psychology undergraduation has a deep attention for scientific analysis and ethics at the same time aims a strongly personal and professional development.

Has a solid technical knowledge and opportunities for best practice associated with pertinent criticism and deep substantial problem solving for a varied environment demands

**Course Reference : DB562 - Psychology**

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**Danielle Faria's Additional Information**

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**Languages**

**Portuguese** - Fluent

**English** - Fluent

**Italian** - Working knowlege

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