

Talita Valadão Fernandes

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Profile

A professional with a solid background and dedication to Human Resources. Skilled at team work and leadership by coordinating a team for 3 years. Strong follow-up and organizational skills of the ongoing tasks by preparing valuable reports for the leadership through the use of SAP, ADP and Microsoft Office tools. Very brave, self-motivated and easy to adapt to changes, considering the changes of organizations and international experiences.

A current Business Post Baccalaureate student at Capilano University with a completion in July 2020.

Education

Post Baccalaureate, North American Business

Capilano University, North Vancouver, B.C.

Completion in Jul 2020

Bachelor, Business Administration

Universidade do Estado do Rio de Janeiro (UERJ), Rio de Janeiro, Brazil

Completion in Dec 2009

Experience

Payroll Coordinator

Feb 2015 to Feb 2018

Brookfield Renewable Energy, Rio de Janeiro, Brazil

- Coordinated a team of 5 to take care of payroll process for 400 employees on a regular basis;
- Provided guidance and executed hiring, vacations and terminations procedures through ADP software, ensuring labor law was followed;
- Provided guidance and executed the purchase, communication and control of the 400 employee's benefits package.

Compensation and Benefits Senior Analyst

Jul 2013 to Jan 2015

Brookfield Renewable Energy, Rio de Janeiro, Brazil

- Prepared in collaboration with the HR manager the company employee's budget on a annual basis, that represents more than 40% of the company's budget;
- Prepared monthly reports in Excel about employee's vacations, turn over, headcount and overtime to the board and managers of the company to better manage their teams;
- Developed communication material to help employees understand the annual Profit Sharing Program, merit cycle, and its results;
- Executed the purchase, communication and control of the 400 employee's benefits package;
- Participated in wage, benefits and labor market survey to externally benchmark and follow best market practices to improve company total compensation programs.

Experience (continued)

Business Partner

Apr 2012 to Jun 2013

Schlumberger (Oil & Gas Company), Rio de Janeiro, Brazil

- HR focal point for 530 employees on the segments I attended in the plant, in Macaé - RJ, Brazil;
- Responsible for employee's hiring and termination processes using SAP software, national and international employee's transfer, and bonuses analysis;
- Organized dinner celebrations in recognitions to the employees seniority and dedication to the Company, according to the demand.

Compensation and Benefits Analyst

Feb 2010 to Mar 2012

Schlumberger (Oil & Gas Company), Rio de Janeiro, Brazil

- Executed the employee's movements and salary proposals following the company's standards;
- Participated in wage, benefits and labor market survey for 5 countries in Latin America (Argentina, Bolivia, Chile, Brazil and Venezuela) to follow the best market practices and keep the company total compensation programs competitive;
- Prepared presentations with recommendations on compensation ranges and benefits to the global Compensation manager.

Benefits and Reports Analyst

Mar 2008 to Dec 2009

Shell (Oil & Gas Company), Rio de Janeiro, Brazil

- Responsible for creating analytical reports on Excel with information about employee's vacations, turn over, headcount and overtime to the managers of the company better manage their teams;
- Executed the purchase, communication and control of the 550 employee's benefits package;
- Participated in the creation of the Health Promotion Program in the company focused on employee's diseases prevention and an ongoing improvement of their healthy. Those actions directly impacted on the reduction of absenteeism and costs with the health plan to the organization.

Training & Professional Development

Leadership Development Program, Rio de Janeiro, Brazil

Completion in Dec 2017

Training conducted by Ventus and Brookfield Renewable Energy

Intensive course of Personal Department, Rio de Janeiro, Brazil

Completion in Aug 2015

Course conducted by COAD Education

Employee Support, Rio de Janeiro, Brazil

Completion in Jul 2012

Course conducted by Schlumberger

Compensation & Benefits I, Paris, France

Completion in Apr 2011

Course conducted by Schlumberger

Personnel Management, Houston, USA

Completion in Mar 2010

Course conducted by Schlumberger