

Vivianni Barcellos De Araujo Pena

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Being able to work in different areas and different countries has sharpened my analytical skills to become a multirole professional. As a next step, I want to combine my IT experience and enthusiasm for innovations and technology to the HR work field, understanding that as a professional we must be able to get out of our comfort zone and learn new things. Specialties: Human Resources and Recruitment, Strategic Business Management and Computer Support.

:: EDUCATION

Teccart Institute, Montreal (QC - Canada) 2019 - 2020
DEP in Computer Support

FUCAPE Business School - (Brazil) 2015 - 2017
MBA in Strategic People Management

Federal University of Espirito Santo (Brazil)
Master's degree in Institutional Psychology 2013 – 2015
Bachelor's degree in Psychology 2007 - 2011

:: WORK EXPERIENCE

CGI (Canada) 2020 - present
Technical Support Analyst Level 1 - Internship
- Recording and processing of first contact assistance calls
- Management of internal accounts and access management

Doctum (Brazil) 2017 - 2019
Teaching, planning classes and setting educational strategies:
- Recruitment techniques / Social and work relations
- Negotiation and conflict management

AP Accessories Ecommerce (Brazil) 2017 - 2018
CMS management and social media content – Freelancer
- Management of social platforms (Facebook and Instagram)
- Photo Editing and Content Creation strategies
- Management of E-commerce website (Wordpress)

Vale S.A. / SME (Brazil) 2012 - 2013
Psychological Assessments, Data Management and Reports - Full Time

:: VOLUNTEER WORK

AIESEC (France) 2011
Internship with Recruitment Process at the French National Office and local offices.

AIESEC (Brazil) 2008 - 2010
Internship as member and coordinator of the personnel management team, information management and international internship team.

Clinique de La Borde (France) 2010 - 2011
Internship in the field of psychology and psychiatry

:: LANGUAGES

French (Current - Level B2 certification of the French Ministry of Education)
English (Current);
Portuguese (Native).

:: APTITUDES AND VALUES

- Ethics
- Transparency
- Empathy
- Effective communication
- Team Work
- Problems solving
- Passionate about technology
- Attention to details
- Multitasking
- Work under pressure

:: COMPUTER SKILLS

- Mac OS, Windows and Linux Operating Systems;
- MS Office, LibreOffice, Adobe Suite, FinalCut Pro;
- Database;
- Wordpress CMS;
- Networking (WAN, LAN, DNS)
- Active Directory;
- Web languages (HTML, CSS, JavaScript, Python);
- Repairing Computers (Software and Hardware);
- Experiences with social media management.

LinkedIn:

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