

Norma Amendola-Buendia

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Results-oriented, Human Resources professional with a proven track record of accomplishments in the Latin American operations of top consulting and technology firms. Progressive, hands-on experience in recruiting, personnel development, benefits administration, and database reporting. A strong team player with a clear vision to accomplish the company's goals.

PROFESSIONAL EXPERIENCE

Snaptoys, L.L.C.

Design and production company for Disney authorized toys, located in Fort Lauderdale, FL 08/06 – 08/08

- Human Resources Coordinator, including management of the payroll function
- Administer all benefits and procedures for the employees
- Screening and hiring of new candidates for the local office
- Support in the Human Resources needs for the Mexico office

4 Total Success Inc.

Human Resources consulting firm for technology companies, located in Boca Raton, FL 01/02 – 06/06

Consultant

- Support clients with all recruiting needs for the Latin American markets
- Assist clients to define and implement HR policy and procedures
- Educate clients in the legal aspects of hiring and personnel transfers to U.S. corporate offices
- Conduct training for newly transferred employees from Latin America to the U.S.
- Coordinate team work and coaching seminars for the client Latin America headquarters

Deloitte Consulting - Mexico

One of the Big Five consulting firms in the world

10/99 – 06/01

Human Resources Manager

- Coordinated a strategic recruitment plan, using exacting standards to attract some of the world's finest talent in information technology and business. This included proven professionals in the field, as well as prospects from the top 10 U.S. MBA programs and local universities.
- Designed and implemented a new compensation model tied to enterprise and individual performance objectives. Integrated v-units (private company stock option plan) into this model.
- Monitored and devised new retention and personnel development criteria.
- Fulfilled personnel needs for the launch of a new e-commerce initiative, which assisted clients in web page development and various Internet business solutions.
- Coordinated all personnel administration, including benefits, local payroll and legal requirements, taxes, offer letters, immigration law, etc.

Microsoft Corporation (Latin American Operations)

The world's largest independent software company, with Latin American operations headquartered in Fort Lauderdale, FL.

Regional Recruiting Manager

10/97 - 3/99

- Designed and implemented a database recruiting system for Latin American countries. This database successfully attracted a large on-going pool of highly qualified candidates.
- Evaluated and selected outside agencies to assist subsidiaries with recruiting needs. Trained agencies in all corporate policies and procedures.
- Directly hired over 300 employees, with an average one-year retention rate of 98%. Forty percent of this recruitment focus replaced normal outside agency intervention, saving the company nearly 1 million in placement fees.

Sanctuary General Insurance/ International Medical Group LA

International insurance company specializing in health and travel. Latin American operations headquartered in Boca Raton, FL.

Human Resources & Marketing Manager

1/96- 10/ 97

- Created and developed policies and procedures for a new business operation.
- Recruited and selected candidates.
- Coordinated benefits and employee relations.
- Established marketing plans for new products.

Unisys Latin American (Shared Service Center)

One of the nation's largest computer mainframe and information services companies, headquartered in Ft. Lauderdale, FL.

Human Resources Manager

11/94 - 7/95

- Recruited personnel for the new Unisys' Shared Service Center, which centrally processed applications for the Latin American subsidiaries. Hired over 40 employees in 4 months.
- Evaluated and selected outside agencies to assist recruiting needs.
- Coordinated benefits, compensation and performance review plans.
- Developed compensation and recruitment plans for Unisys Latin American subsidiaries (Puerto Rico, Costa Rica and Mexico).

Unisys Mexico

Human Resources Specialist

3/90 - 9/94

- Analyzed and developed compensation and benefits strategies for Unisys Mexico, which helped restore its competitive position among Information systems companies.
- Involved in all areas of human resources, including recruiting, training, employee orientation programs, policies and procedures.
- Conducted extensive research to create special reporting, which provided Unisys managers with invaluable decision-making tools.

Intergamma de Mexico/Hewitt Associates,

International compensation firm with representation in Mexico City.

Compensation and Benefits Analyst

8/88 - 1/90

- Developed compensation plans for diverse marketing companies that included salary structures, job analysis and market pricing.
- Coordinated and conducted a national compensation salary survey.
- Analyzed and proposed recommendations for the human resources managers.
- Provided compensation services for 15 clients.

EDUCATION:

Human Resources Postgraduate Degree

Instituto Tecnológico de Estudios Superiores de Monterrey, México City. June 1993

Bachelor of Science in Business Administration

La Salle University, México City. December 1988