

MARIA MARQUES

EMPLOYEE EXPERIENCE, OPERATIONS & CULTURE

CONTACT

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🌐 www.helpmariafindajob.com

📍 Portugal (open to relocation)

SKILLS HIGHLIGHT

HRIS (Rippling, BambooHR, Workday, etc)

Employee Experience

Perks & Benefits

Employer Branding & Intern. Comms

Culture & Engagement

People Ops & Documentation

and more!

EDUCATION

MSc in Management

ISCTE Business School

2014-2016

Award for Best Student 2014-2016

Top 16+ Award 2015

BSc in Human Resources Management

ISCTE Business School

2011-2014

Top 15+ Student Award 2013, 2014

Top Graduation Student Award

LANGUAGES

English Fluent

Portuguese Native

PROFILE IN QUICK BITES

- Because I experienced different areas in my 20s, I believe I have a very diverse background and set of skills.
- Experienced remote worker (over 3 years as fully remote).
- A fan of documentation, strategic thinking, complex problems, and the Oxford comma.
- Resilient, creative and hands-on.

WORK EXPERIENCE

EMEA Employee Engagement Manager

HYLAND

2022-2023

- Documentation of HR processes and policies
- Responsible for designing the blueprint of employee experience in EMEA (over 10 countries and 600+ employees) and harmonizing it across the globe (APAC & LATAM)
- Seek and help implement Employee Experience programs, from Perks and Benefits, to Wellbeing and Employee Recognition.
- EMEA events and team engagement
- Help design EMEA's employee onboarding experience
- Help define Hyland's remote working culture in EMEA

Work setting: fully remote

People Operations & Culture Lead

PANTHER

2021-2022

- Writing documentation processes and policies
- Managing people issues for an international team of 27+ employees.
- People analytics
- Designing & managing Benefits package
- Culture and team engagement
- Idealization and writing of Company's Handbook
- Help with team retreats and company-wide activities
- Design Onboarding and Off-boarding processes from scratch
- Designing Recruitment process from scratch → reduced response time from 4 weeks to 3 days
- Reached an average NPS score of 4.9 out of 5

Work setting: fully remote

- career change -

Marketing professional

Summer internships & FT from 2017 until 2021

- After my MSc in Management, I decided to move to Marketing.
- Some positions include: Digital Marketing, Marketing & Communications, Copywriter, Head of Marketing and Head of Copy
- I also had a successful copywriting business.
- Feel free to ask me more! This experience has 100% enhanced my HR skills.

FUN BITS

Useful talent

Really good at reading maps and memorising places, even in the dark.

Useless talent

Knowing Jack Nicholson's "you can't handle the truth" speech by heart (from "A Few Good Men").

HOBBIES

Swimming

Pottery

Videography & Photography

Reading & Writing

Hiking & Trekking

THINGS TO KNOW

In 2019, I was diagnosed with Migraines, a brain disability.

Although it is debilitating and chronic, I have the wonderful help of medicine, which helps me recover quickly.

I share it because I might become unwell suddenly (although it's quite rare, now)

A WAY THROUGH THE STORM

In 2022 (and again in 2023) I was laid off.

So in order to help me and help other people through tough times, I decided to make a website that rewards people who refer me to a job position.

If I get hired, they get a prize. The website is in the first page of the CV.

CONT.

People Specialist

LANDING.JOBS

2013-2014

- Sole HR person handling internal and client projects
- Designing and implementing HR processes
- Recruiting and selection activities both internally and for clients
- Support business operations
- Employer Branding initiatives

Work setting: part-time while I studied + on site

HR Consultant

ISCTE JUNIOR CONSULTING*

2012-2014

- Solely designing and implementing a Performance Appraisal system from scratch, for a junior company of 60+ people.
- Recruiting and selection activities
- HR consulting internally and externally for clients
- Employer Branding initiatives
- Culture and team engagement, planning company events
- Internal Communications and an active writer and planner of our internal Newsletter

**IJC (ISCTE Junior Consulting) is a student-only company headquartered in one of Portugal's most prestigious Business schools. Students work with real companies and real projects in order to help businesses grow.*

Work setting: on site and as classes and studies allowed

BREAKS & VOLUNTEERING

Volunteering in Chengdu, China

AIESEC*

November & December 2016

- Student exchange program located in Chengdu, Sichuan, China.
- This experience changed my life for the better.

**AIESEC is an international youth-run and led, non-governmental and not-for-profit organization that provides young people with leadership development, cross-cultural internships, and global volunteer exchange experiences*

MSc and my Master's Dissertation

ISCTE Business School

2016

- Since I had been working for most of the time I was studying, I decided to take a break from working for most of 2015 and 2016 to dedicate to my Master's.
 - Writing and presenting that thesis was of the most rewarding things I've done.
 - Score of 19 out of 20.
 - Won the award for Best MSc in Management Student at graduation
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