

FEDERICA TRISTANO

HUMAN RESOURCES

EXPERIENCE

Athlon Car Lease Italy HR Generalist

Dec 2020-
Present

- Registration of attendance, leave management, overtime, maternity leave, leave, expectations, pensions and liquidations; registration of expenses notes; management of social security and supplementary reports;
 - Recruitment/termination practices and their compliance;
 - Monitoring and analysis of labor costs, the development and publication of contractual communications and service orders related to staff management, according to the company procedure;
 - Report and constant updating on the internal system HR ;
 - Support and counseling on labor law for managers.
- I'm also engaged with recruiting part:
- Screening resumes.
 - Performing in-person and phone interviews with candidates.
 - Coordinating interviews with the hiring managers.
 - Staying current on the company's organization structure, personnel policy, and laws regarding employment practices.
 - Serving as a liaisons with area employment agencies, colleges, and industry associations.

IKEA Human Resources Administrator

Jul 2020 -
Dec 2020

- Execute People & Culture administrative tasks in line with Service agreements including: updating personnel files, people data compiling and administration, preparing contracts, scheduling, timekeeping, booking and coordinating People and Culture related meeting and events.
- Execute administrative tasks linked to Learning and Development in line with Service Level agreements including e.g. scheduling training, arranging meeting , registering participants and facilitators.

P&C Intern

Nov 2019 -
Jun 2020

- Department Staff Planning:
- Support shift scheduling planning process
 - Support manager and department managers to ensure the development, adaptation and improvement of shift work
 - Contribution to the execution staff planning process ensuring that they are in compliance with the norm
 - Monitoring KPIs in topic staff planning and production of relative follow up to the scheduling
- Department P&C:
- assistance during hiring events/days
 - assistance and support in training of newcomers/new employees
 - assistance and internal communication channel in the planning of events, according to HQ's requirements

H2H Cleaning Human Resources Intern

March 2019 -
June 2019

- During this internship I have taken care of: to verify and to record the relative documentation to the activities of the staff of the company, to supply assistance to the staff of the company, to update the data, to prepare and to compile reports and spreadsheets.
- finding employee records and updating records;
 - INPS communication such as maternity, illness, accidents;
 - Use of the Co-Veneto for extensions, recruitment, termination, change of place of business.
 - - Support for disciplinary proceedings, sanctions and disputes; Management of employee records



CONTACT

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EDUCATION

2019
24ORE Business School
Master, HR Management and Digital Skills

2016-2018
Università degli Studi di Padova
Master's degree, Sociology and Social Research

2013-2016
Università degli Studi di Padova
Bachelor's degree, Social Science

ABOUT ME

16 June 1994
Based in Rome