

ALINE ROHLING

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OBJECTIVE

Versatile and highly organized professional with over 10 years of proven success in Human Resources and administrative support roles. Adept at managing complex calendars, coordinating high-level meetings and international travel, processing confidential information with discretion, and driving seamless onboarding and HRIS operations. Eager to contribute to a dynamic team where my strong interpersonal skills, attention to detail, and problem-solving mindset can enhance both administrative efficiency and HR effectiveness.

PROFESSIONAL EXPERIENCE

Gap in Employment (2022-2025)

- Focused on achieving academic goals, earning an Associate of Science in Information Technology (2022) and pursuing a Master of Business Administration (MBA) with a focus in Leadership & Management (Expected August 2025).

Volunteer Internship in IT

Realistic Computing, Inc. (RCI) – February 2022 – August 2022

- Coordinated internal and external meetings and assisted with calendar management.
- Maintained internal records and department documents with accuracy.
- Supported onboarding procedures, including setting up equipment and software access.
- Produced professional emails and assisted with client-facing communications.
- Gained exposure to operational systems while practicing discretion and confidentiality.

Human Resources Analyst

C. Vale Group, Paraná, Brazil – June 2015 – July 2017

- Managed complex and detailed calendars for multiple executives.
- Screened incoming communications, prioritizing based on urgency and confidentiality.
- Handled domestic and international travel arrangements, including accommodations and itineraries.
- Assisted with the full onboarding process for new hires and coordinated offboarding logistics.
- Organized corporate events, including catering and transportation, improving team morale and engagement.
- Processed invoices and T&E claims, adhering to company guidelines and reimbursement policies.
- Supported HR reporting and maintained organizational charts and executive bios.

Administrative & Financial Support Specialist

Sicredi Group, Paraná, Brazil – May 2013 – June 2015

- Provided administrative support to senior executives, managing multiple priorities with ease.
- Coordinated and scheduled meetings, both internal and external, with attention to detail.
- Edited spreadsheets and PowerPoint presentations, including formatting and binding for leadership meetings.
- Handled daily activities with minimal supervision and anticipated issues proactively.
- Cultivated strong relationships with leadership and administrative staff across departments.

Payroll & Benefits Coordinator

Pierdoná Account Services Group, Paraná, Brazil – May 2008 – May 2013

- Maintained employee records and processed payroll for 50+ companies with a high degree of accuracy.
 - Ensured compliance and timely execution of benefits administration and payroll-related communications.
 - Collaborated with clients and internal departments to solve issues and improve processes.
 - Demonstrated excellent telephone etiquette and professional written communication.
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EDUCATION

- **Master of Business Administration (MBA), Leadership & Management (Expected August 2025)**
University of the Potomac, Tysons Corner, VA

- **Associate of Science in Information Technology**
Northern Virginia Community College, Annandale, VA, 2022
 - **Associate of Science in Human Resources**
Dom Bosco University, Paraná, Brazil, 2017
 - **Master of Business Administration (MBA), Human Resources**
Univel University Center, Paraná, Brazil, 2015
 - **Bachelor of Science in Business Administration**
Univel University Center, Paraná, Brazil, 2012
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TECHNICAL SKILLS

- Microsoft Office Suite (Outlook, Excel, PowerPoint, Word)
 - Google Suite (Calendar, Docs, Sheets, Slides)
 - Video Conferencing Tools (Zoom, WebEx, Skype)
 - Expense & Travel Management Systems
 - Basic familiarity with iCal, Keynote, Slack (Apple tools)
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AWARD AND RECOGNITION

- Voted Best Bank Assistant in Cafelândia, Paraná (2014), by community vote among approximately 18,000 residents.