

Murilo Modena Boscato

Brazil | Ready to relocate to Raymond Terrace / Port Stephens, NSW | +55 49 99902-3504 | murilo@modenaboscato.com

Human Resource Advisor / People & Culture

Australian work rights | Available immediately | Valid driver licence + IDP

Professional Summary

Human resources and personnel management professional with 3+ years in local government HR administration and current coordination responsibility for personnel routines supporting 1,500+ employees. Strong fit for HR Advisor work involving HRIS records, workforce reporting, employee enquiries, payroll movements, onboarding, policy compliance, confidential case handling and process improvement. Comfortable supporting managers in complex, multi-disciplinary environments with clear communication and accurate follow-up.

Relevant strengths for HR Advisor

HR advice and staff enquiries; HRIS and employee records; workforce reporting and data quality; payroll inputs, attendance and leave records; onboarding and training documentation; policy, procedure and compliance support; confidential employee matters and issue follow-up; process improvement and document control; Microsoft Office, spreadsheets and quick systems learning; fluent English, advanced Spanish and native Portuguese.

Professional Experience

Municipality of Xanxere | General Coordinator of Personnel Management

Apr 2025 - Present

Coordinate personnel management routines supporting 1,500+ employees across seven municipal departments in a local government environment.

Advise staff and managers on routine HR processes, documentation, deadlines and case follow-up with clear, professional communication.

Manage confidential records, reports, attendance, leave information, payroll inputs and workforce data with accuracy and discretion.

Support onboarding, training documentation, policy/procedure compliance and process improvements across multiple teams.

Municipality of Xanxere | Administrative Assistant - HR Department

Jul 2023 - Apr 2025

Processed employee records, onboarding documents, benefits, attendance, leave records and daily HR administrative requests.

Supported staff and public enquiries in a busy office, balancing deadlines, accuracy, confidentiality and professional communication.

Used Microsoft Office and internal systems for records, reports, document control, data entry and routine follow-up.

KNN Idiomas | English and Spanish Teacher

Aug 2019 - Aug 2021

Delivered English and Spanish classes, adapting communication to different learning styles and confidence levels.

Built coaching, briefing and presentation skills useful for staff support, training and stakeholder communication.

Seville Park Hotel | Desk Clerk / Administrative Services Apprentice

Mar 2018 - Jul 2019

Worked mainly at the front desk of a 50-room hotel that regularly operated at full occupancy.

Handled reservations, check-in/check-out, payments, telephone enquiries and guest requests during busy periods.

Maintained accurate front-desk records and followed up issues with colleagues to keep service moving.

Completed weekly restaurant stock checks, verified incoming purchases and reported discrepancies.

Education

Faculdade Iguacu, Brazil | Postgraduate Specialisation in Administrative Law | 2026

Unochapeco | Bachelor's Degree, International Relations | 2025

Wharton Online | Fundamentals of Quantitative Modeling | 2026