

## HR

Женщина, 31 год, высшее образование.

**Контактные данные соискателя доступны только на платной основе. Подробнее по ссылке: <http://www.rabota.md/cv/>**

Зарплата	З/П договорная
График работы	Полный рабочий день
Кишинев	Кишинев
Командировки	готов к командировкам

## Опыт работы

7 лет и 3 месяца

январь 2019 - по настоящее время  
5 лет и 3 месяца

### Senior International Recruiter NATO

**Kransz Wald SRL (prime contractor)**  
(За границей), IT, Интернет

- Sourcing and screening technical and non-technical candidates for NATO Communications and Information Agency (NCIA) using LinkedIn Recruiter.
- Managing interviews and creating a shortlist of candidates for NCIA.
- Preparing CVs and other documentation required by NCIA.
- Following up with candidates and providing feedback.
- Negotiating salary rates and finalizing arrangements between NCIA and contractors.
- Supporting new contractors coming on board.
- Drawing up contracts for contractors.
- Acting as Security Officer.
- Drawing up documentation related to the NATO Security Clearances for contractors and Facility Security Clearance for Kransz Wald.
- Acting as a PoC for the National Security Authority and other public institutions involved in NATO projects.
- Being in permanent contact with the team based in France.

январь 2017 - январь 2018  
1 год

### Human Resources Specialist

**Veeam Software and General Motors**  
(Bucuresti), IT, Интернет

- Involved in two on-site recruitment projects at Veeam Software and General Motors.
- Sourcing candidates using LinkedIn Recruiter and conducting interviews.
- Creating, posting, and promoting job descriptions for the available roles.
- Maintaining a pipeline of qualified candidates for future consideration.
- Being in contact with hiring managers.
- Participating at job fairs.
- Involved in high-volume recruitment.

январь 2016 - январь 2017  
1 год

## Human Resources Consultant

### Talent Stream

(Bucuresti), Консалтинг, стратегическое развитие

- Conducting full-cycle recruitment, writing feedback, preparing offer letters for new hires.
- Keeping a tight relationship with hiring managers.
- Participating in face-to-face interviews.
- Developing and maintaining a strong candidates pipeline.

январь 2016 - май 2016  
3 месяца

## HR Trainee

### Carrefour Romania

(Bucuresti), Продажи

- Sourcing and screening candidates for different projects.
- Contacting candidates and making appointments for interviews.
- Participating in face-to-face interviews.
- Participating at job fairs.
- Providing support for the HR department.

## Образование

## Высшее образование

по 2017

University of Bucharest, MSc in Human Resources Management  
Human Resources Management

## Instruire continua, cursuri de formare

2019	HR Officer course в , г. За границей.
2019	Professional Scrum Master I в , г. За границей.
0	NATO Classified Information в National Registry Office for Classified Information, г. За границей.

## Ключевые навыки

- Technical recruitment
- LinkedIn Recruiter
- Sourcing
- Applicant tracking system
- Conducting interviews
- Security Clearances
- Microsoft Office
- Negotiation
- Recruiting events

## Владение языками

Румынский

Родной

Русский	Средний
Английский	Свободно владею
Французский	Разговорный

## Дополнительная информация

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Командировки	готов к командировкам
Гражданство	Молдова, Румыния