

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.

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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

Командировки	готов к командировкам
Гражданство	Молдова, Румыния