



👤 28 ani  
 ♀ Feminin  
 📍 Chișinău

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## Preferințe

- Full-time

## Limbi

- **Română** · Mediu
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Ucraineană** · Comunicare

**Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>**

# IT Recruiting Manager

## Despre mine

Experienced and effective full-cycle IT Recruiter with over 5 years of experience in the IT field and a background in Sales.

I have experience in interviewing, Boolean search, X-Ray search, technical recruiting, on-boarding, off-boarding.

## Experiența profesională

### Recruiting Manager · Introdect

*August 2021 - Prezent · 3 ani 4 luni*

- Building Recruiting process and describe it;
- Researching and source IT job market;
- Sourcing of candidates (Upwork, DOU, Djinni, Linkedin, Github);
- Created and maintained a talent pipeline by sourcing and recruiting qualified candidates;
- Creating job descriptions and job postings;
- Proactively engaged with managers to gather necessary information and ensure a smooth flow of communication;
- Collaborating with hiring managers to develop interview criteria and establish a consistent evaluation process;
- Maintaining accurate and detailed interview records and documentation for future reference.
- Selling the job opportunity to candidates;
- Addressing candidate objections;
- Working with different markets (Poland, Romania, Ukraine, Moldova, Azerbaidjan, Kazakhstan ;
- Checking the level of English;
- Process integration in People Force;
- HR (documentation) operations (hiring, transfer, dismissal of employees);
- Onboarding process;
- Negotiated and finalized offers with candidates and hiring managers.

### HR Manager · Qoobus

*Iunie 2020 - Iulie 2021 · 1 an 1 lună*

- Recruiting;
- Onboarding process;
- HR operations (hiring, transfer, dismissal of employees);

- Search for new employees;
- Interviewing of candidates;
- Adaptation and certification of personnel;
- Keeping personal files of employees;
- Development of staffing table and job descriptions;
- Payroll calculation and maintenance of relevant documentation;
- Making up a vacation schedule, calculating vacation pay;
- Own interview algorithm development;
- Systematization of the resume database and simplification of its maintenance.

For Sales department:

Development of a salesman's book. Development of the technical structure and terms of reference of the admin panel (CRM System). Development of scripts and building the KPI system.

### **Business Analyst** · Kivork

*August 2019 - Iunie 2020 · 11 luni*

- Search for platforms for advertising air tickets;
- Advertising and monitoring of advertising campaign processes;
- Issue of bids in different market segments;
- Competitors analysis;
- Analysis of incoming bids, their costs, expenses and profits;
- Preparation and maintenance of reports in Google Sheets.

### **Project Manager** · Midnight Works

*Martie 2019 - Iulie 2019 · 5 luni*

- Project documentation;
- Analysis of possible risks;
- Participation in the selection and approval of the project team;
- Definition of the required resources and working environment their distribution within the team;
- Setting the working process in a team (development testing, work with the requirements);
- Prioritization of tasks;
- Tracking of tasks load and progress by tasks of each developer;
- Tracking the timing of tasks;
- Keeping the team in working order, team motivation;
- Creation of a transparent communication environment between all participants in the process;
- Tracking project satisfaction with

### **HR Manager** · Midnight Works

*Octombrie 2018 - Martie 2019 · 5 luni*

- Recruiting;
- Search for new employees;

- Conducting interviews;
- Registration/ dismissal of employees;
- Working with documents.

## **Studii: Superioare**

### **Moldova State University Diploma of Licence higher education**

*Absolvit în: 2020*

Facultatea: Finance

Specialitatea: Enterprise Accounting

### **Moldova State University Diploma of Licence higher education**

*Absolvit în: 2018*

Facultatea: Economy

Specialitatea: Business and Administration

## **Cursuri, training-uri**

### **HRBP**

*Absolvit în 2020*

Organizator: SmartSolver