

TALENT ACQUISITION PROFESSIONAL

Having worked in start-ups & 90+ recruiting teams in global consulting firms, I strive to bring efficient processes, creativity and enthusiasm wherever I go. I'm passionate about sourcing and discovering new spheres of knowledge. My background combines knowledge and practical experience in headhunting, event management, HR management and public relations.

RELEVANT PROFESSIONAL EXPERIENCE

ANALYST **SmartGateVC (American-Armenian Venture capital firm) - 05/23** Fixed contract

- Conducted due diligence on start-ups in biotech (market, patents, founder background checks, valuation modelling, etc)
- Sourced qualified leads to expand our international network for potential angels, limited partners, advisors, founders
- Delivered market research on the fund's focus areas - material science, AI in life science, biotech, medical devices, etc
- Acted as technical writer for various grant applications to secure non-dilutive funding for our portfolio companies

TALENT SOURCER **Intuitive Surgical (Surgical robotics industry leader, EMEA) - 08/21 - 05/23** Perm. contract

- Worked on headhunting sales people, biomedical engineers, various corporate functions, director level positions
- Onboarded 2 additional sourcers by conducting trainings on KPIs, pipeline management & tools optimization
- Built a talentpool of warm leads across EMEA to reduce headhunting timelines and improve employer branding
- Implemented knowledge sharing for sourcers/recruiters to facilitate team interactions & streamline communication

TALENT ACQUISITION SPECIALIST **Accenture (Consulting firm, French branch) 05/20 - 08/21** Fixed contract

- Sourced (LinkedIn, Github, StackOverflow and French jobboards) and interviewed tech profiles + corporate functions
- Conducted employer benchmarking & market research to implement new sourcing & phone screening protocols
- Developed and nurtured a talentpool of candidates to anticipate hiring needs
- Created Storytelling boards to present various entities and client projects to internal & external stakeholders

RECRUITING ASSISTANT FOR INSEAD CAMPUS **BCG (Consulting firm, French branch) 03/19 - 09/19** Fixed contract

- Organized international marketing events for MBA students (cocktails, coffee chats, presentations, networking events)
- Prepared & assisted on international interview days on campus (>250 interviews over 4 days with interviewers flying in)
- Tracked Alumni career progression for ad hoc analysis and campaign reporting on our target MBA hires

ON-BOARDING OFFICER **BearingPoint (Consulting firm, French branch) 09/18 - 03/19** Fixed contract

- Organized Integration days at the rate of 2-4 events per month (training sessions, ice breakers, cocktail)
- Conducted on-boarding presentations for 20-50 new hires per session, acting as interim department head
- Drafted contracts, gathered hire information, ensured IT supplies delivery and admin registration for payroll in SAP

CUSTOMER RELATIONS OFFICER **Blue Valet (Start-up in transportation mobility) 05/17 - 09/17** Double shift contract

- Managed customer calls, incoming tickets, emails, Zendesk Support chat
- Handled fleet management and customer complaints in daily coordination with regional operations managers
- Optimized the customer support workflow system for 7 geo areas in France

Tools

Teams, Slack, Telegram; Zendesk, Hubspot Sales Navigator, LinkedIn Recruiter, AmazingHiring; SmartRecruiters, Taleo, Greenhouse, Baboo HR; Zapier, Calendly, Airtable, ChatGPT; Trello, Asana, Notion, Box; Power BI, Tableau

Hard skills

Sourcing, Interviewing methodology, knowledge management
Native : French, English, Armenian, Russian
Advanced : Spanish (B2)

Soft skills

Communication, problem solving attitude, passion for learning, fast adaptation to new environments, love of creating order out of chaos

EDUCATION

2020	MASTER'S DEGREE	Université Paris 1 - Panthéon Sorbonne HR Management & French Labour Law
2017	VOCATIONAL DEGREE	IUT Bordeaux Montesquieu - Universidad de Oriente Santiago de Cuba International Project Management - Semester abroad, 6 month stay in Cuba
2015	ASSOCIATE'S DEGREE	IUT Bordeaux Montaigne PR & Communication for Organisations
2013	INTERNATIONAL BACCALAUREATE	Lycée François Magendie English literature, American history, Maths