

## Work History

2022-04  
- present

### Talent Partner/Recruitment Consultant

*Kelly OCG/JTI*

- Managing complex recruitment processes, mainly within SSC/BPO sectors focusing on Finance, Accounting, Human Resources, IT
- Sourcing of passive candidates, using different direct search methods
- Analysing and specifying the client's needs and expectations
- Close cooperation with clients and candidates
- Conducting candidates interviews over the phone and f2f interviews, online interviews
- Managing incoming interview scheduling, re-scheduling and cancellation requests
- Candidates profiles preparation
- Candidate management
- Contact with Business Clients and coordination of the whole recruitment process; end2end recruitment
- Organising client interviews
- Coordination of advertisements/ Placing vacancies on job boards
- Updating the internal Job Science (Salesforce) system with all required information
- Building and maintaining strong working relationship with Candidates
- Regular activity reports preparation
- Onboarding of the new employees

2022-01  
- 2022-04

### Talent Acquisition Specialist

*Kelly OCG/Aptiv*

- Developing innovative sourcing options, maintaining a network of engaged candidates as well as undertake market mapping projects.
- Driving sourcing activities on the Polish & EMEA markets mostly in the IT sector.
- Building effective search strategies for each role  
Interpreting resourcing plans, define role requirements and developing innovative sourcing techniques (networking, headhunting, engaging passive talent via various world-class tools and platforms, e.g., LinkedIn)
- Interviewing candidates to determine their suitability for the role
- Managing clients' expectations via direct contact with Recruiters and Hiring Managers
- Producing timely and accurate reports on recruitment activities
- Ensuring constant flow of most relevant candidates for each opening
- Undertaking market research and mapping projects

2021-03  
- 2022-01

### Talent Acquisition Specialist/Senior Sourcer

*Kelly OCG/Philip Morris Int.*

In charge of end-to-end recruitment process management (internal&external) by attracting, sourcing and selecting the best talents aligned with business needs, in close collaboration with the Hiring Managers.

Main activities and responsibilities:

- Full Talent Acquisition lifecycle, from building and advertising job Ads, candidates screening, arranging and conducting interviews, presenting successful candidates and providing feedbacks. Deep web sourcing skills,

## Skills

Very good team player

Easy in making new contacts and social relations

Creativity and initiative

Communication skills

Superior customer service skills

Knowledge of Recruitment & HR processes and policies

Ability of handle the confidential issues with discretion

Empathy

Leadership and advisory skills

Lean & SixSigma Red Belt

## Software

Taleo and Oracle

SAP Fieldglass

JIRA

Kaleo

LinkedIn Recruiter

Avature

Textio

SAP SuccessFactors

Workday

MS Office

## Languages

English - C2

Polish-native - C2

Latin - B1

German - A2

Russian - A2

## Hobby/Interest

History (I am a medievalist by academia), philosophy, literature and culture, art, politics, film, psychology, languages, music, sports (I'm experienced road cyclist, and aspiring mountaineer)

using advanced filtering and Boolean search strings

- Conducting proactive talent pooling to source/identify talents and to develop the company target list
- Reporting, on weekly base, progress on the selection processes
- Providing useful market insights and coaching on the best practice in TA
- Assisting HR Managers and Hiring Managers in creating and extending offers

2019-05

- 2020-12

### HR Advisory Consultant

*Pontoon Solutions - Adecco Group*

- Main point of contact for Uber Hiring Managers, MSP Program Managers, MSP Program Sponsor from Client's side and Suppliers
- Regular and ad hoc reporting; involved in Team's project, such as clearing outstanding Timesheets or Implementation Audit
- SAP Fieldglass SME, process and technology SME, creator, and owner of several Team's tools
- Using Lean & SixSigma basic principles for daily operations, completing the "Red Belt" training and participating in Pontoon's internal Lean Committee.
- Influence hiring managers regarding their talent acquisition needs.
- Providing consultative support to end users to clarify job responsibilities, skills and other requirements of specific requisitions.

2018-07

- 2019-03

### HR Specialist

*JESA*

- Utilizing knowledge management system to respond to requests from HR staff, managers and employees on HR or Payroll policies, procedures and tools.
- Navigating on company's systems and tools and explains their functionality.
- Processes information, data, transactions and letter related to HR or Payroll data.
- Tracking customer contacts and inquiries in case management system.
- Monitoring case management system and reassign tasks to appropriate teams.

2017-01

- 2018-06

### Senior Recruitment Coordinator

*AMS*

Supporting the recruitment process from an administrative perspective: helpdesk coordination, managing candidates', recruiters' and contractors' queries, preparing reports.

2014-08

- 2016-12

### Moderator

*Brainly*

Moderation of e-learning platform.

2010-08

- 2016-11

### Supply Chain Coordinator

*F.H.U. Danna*

Organization and transport, contact with customer, reception of deliveries.

## Education

2013-10

- 2015-10

### History-Historical Anthropology, Master of Arts

*Jagiellonian University, Kraków*

2007-10 **History, Bachelor**  
- 2012-10 *Jagiellonian University, Kraków*

2008-10 **Philosophy**  
- 2009-10 *Pedagogical University in Kraków, Kraków*

---

## Projects

---

2014-10 **volunteer**  
- 2015-04 *The Book Project*

Participation in workshops conducted in the Jagiellonian University in cooperation with the publishing house Znak, the acquisition of skills related to project management in publishing: drafting copyright agreements, calculation of publishing and marketing plans, managing the work of editorial team members, analysis of foreign and domestic book market, evaluation the risk of release of individual publications and book series the ability to estimate the circulation of publications.

2013-06 **Tutor**  
- 2014-06 *Polish-American Leadership Academy*

Conducting classes devoted to the theory of history and the history of ideas.

---

## Courses

---

2019-09 **Lean & SixSigma-Red Belt**