

## Główne umiejętności

Outlook

Microsoft Office

Umiejętności nadzorcze

## Languages

Polski (Native or Bilingual)

Angielski (Full Professional)

Senior HR Coordinator

Wrocław i okolice

## Podsumowanie

I've been working in administrative positions for almost four years, on Human Resources position I have been working for 1,5 year and now I know that administration and HR position are something that I would like to do in my life.

I'm with love with tracking, checking and correcting details.

In my jobs I've been working with recruiting processes from almost beginning to the end, so from the job interview scheduling (and rescheduling) until the final contract signing.

I like to create a manuals and guidance for old and new employees, so work can be as easy as it can be.

I speak fluently English and I am learning German.

Don't hesitate to check my Experience below in my profile.

---

## Doświadczenie

Talent Solutions Poland

1 rok 11 mies.

Senior Human Resources Coordinator

lutego 2024 - Present (5 mies.)

Wrocław i okolice

Outsourcing. Currently working with Vestas.

- job posting via SuccessFactors
- meeting scheduling via e-mail and SuccessFactors
- preparation of monthly and weekly summary of a team work (reports and pivot tables and charts)
- monitoring the team's work on an ongoing basis
- work for a bank client in IT recruitment
- conducting and supervising all needed trackers

Human Resources Coordinator

sierpnia 2022 - lutego 2024 (1 rok 7 mies.)

Wrocław, Woj. Dolnośląskie, Polska

Outsourcing

## Vestas

1 rok 6 mies.

### Senior Recruitment Coordinator

lutego 2024 - Present (5 mies.)

Wrocław i okolice

I support recruitment processes.

Skills:

- Work in SAP - Success Factors (SAP for HR)
- Collecting, sorting and reporting data - inside the company and outside, from potential candidates
- Good knowledge of Outlook - especially calendar - meetings scheduling, rescheduling etc.,
- Good knowledge of Google tools - calendar, gmail, google docs
- Streamlining the recruitment process by creating instructions
- Scheduling interviews across different time zones and keeping track of deadlines - active contact with attenders
- Managing the offer process: sending new hire documentation (referral for medical examination, Offer Letters etc.), revising contracts
- Ensuring candidates required all documents
- Knowledge of recruitment processes - from finding the perfect candidate to guiding them through onboarding
- Work with the international recruitments - Denmark, UK, Sweden, Poland, Norway
- The ability to solve the most difficult problems
- Work on the time pressure

### Recruitment Coordinator

stycznia 2023 - marca 2024 (1 rok 3 mies.)

Wrocław i okolice

I support recruitment processes on every steps.

## Nordea

### Human Resources Coordinator

sierpnia 2022 - stycznia 2023 (6 mies.)

- Work in Microsoft Excel at the level needed for administrative work: creating various types of tracking tools, saving current activities, pivot tables, preparing reports and charts
- preparation of monthly and weekly summary of a team work (reports and pivot tables and charts)
- monitoring the team's work on an ongoing basis

- work for a bank client in IT recruitment
- scheduling interviews with candidates (call and emails)
- conducting and supervising all needed trackers

MGS Handel Sp. z o.o.

Administration Specialist

marca 2020 - lipca 2022 (2 lata 5 mies.)

Kąty Wrocławskie, Woj. Dolnośląskie, Polska

- supervise the collection of packaging and post-production waste
- work with the BDO system, preparing and controlling waste transfer card
- ongoing monitoring of changes in environmental law
- creating monthly and yearly summaries in Excel
- preparation of cooperation offers
- business meetings and negotiations

Pizza Hut

Instruktor/kelner

lutego 2015 - lutego 2018 (3 lata 1 miesiąc)

Wrocław i okolice

- conducting training for new employees
- supervising the work of other employees
- serving and preparing meals; Customer Service

BPO Management Sp. z o.o.

Help Desk Consultant

maja 2014 - sierpnia 2014 (4 mies.)

Wrocław, Woj. Dolnośląskie, Polska

---

## Wykształcenie

Dolnośląska Szkoła Wyższa

Magister (Mgr), Komunikacja społeczna i dziennikarstwo · (października 2015 - lipca 2017)