

## Top Skills

Blockchain

Crypto

Global Human Resources Management

## Languages

Spanish (Elementary)

English (Full Professional)

French (Limited Working)

## Certifications

DISC Certified Practitioner

## Honors-Awards

Individual Award for establishing Huawei Warsaw Research Center

Individual Award for top talents recruitment

Team Award for European Research Institute Competition Talent and College Challenge

Individual Time-based Unit Plan Award

Employee of the Year Award

Senior HR Manager | HR Business Partner | Recruiter | Coach | DISC Certified Consultant

## Summary

I am passionate about helping tech companies scale faster and smarter. I have over five years of experience in building and managing HR teams and processes, as well as recruiting and developing technical and business talents in the IT industry.

My core competencies include: recruitment and talent development, coaching, HR strategy and processes, HRIS and ATS implementation, onboarding and offboarding management, coaching, career mentoring and training. I also have a postgraduate degree in coaching, a master of sociology, and a DISC certification, which enable me to apply psychological and sociological insights to HR challenges and solutions. I am always eager to learn new skills and explore new opportunities in the HR field.

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## Experience

### gotoHR

Senior Human Resources Manager

January 2022 - Present (2 years 7 months)

\* Provide HR guidance on resourcing, performance management, learning and development, compensation and benefits, employee relations, HR policies, onboarding, offboarding, HR tools etc.

\* Lead DISC assessments

\* Conduct career and executive coaching / mentoring sessions

\* Deliver headhunting services

### Golem Network

HR Manager / Head of Human Resources

January 2022 - December 2023 (2 years)

Zug, Switzerland / Warsaw, Poland

STRATEGY / OKRs / CULTURE

\* Design and implement people strategy in fintech start-up

- \* Implement and manage OKR system in the organisation
- \* Cooperate with C-level on developing values and workplace culture
- \* Help leaders to design and adjust organisational models and processes
- \* Create and manage vesting program in cryptocurrency

#### TALENT ACQUISITION / HR POLICIES / PERFORMANCE REVIEW / L&D / C&B

- \* Design and manage all HR processes: performance review, learning and development, compensation and benefits, on/offboarding, HR policies e.g. PTO policy, training budget policy, HRIS implementation
- \* Manage full-cycle recruitment for tech and business roles: +150% headcount within a year
- \* Provide best practices and talent acquisition tools: candidate sourcing strategies, referral program, ATS implementation, job offers advertisement and cooperation with recruitment agencies
- \* Promote DEI concept by recruitment of different groups of individuals
- \* Cover cooperation between offices in Poland and Switzerland

#### COMMUNICATION / EMPLOYER BRANDING

- \* Take charge of internal communication on people-related matters
- \* Take part in external communication to the interested parties e.g. social media campaigns

#### COACHING / COUNSELING / LEADERSHIP

- \* Conduct DISC feedback sessions
- \* Coach employees and managers
- \* Resolve employee issues and conflicts
- \* Build and lead 3-person team

#### Huawei Technologies

HR Manager, Huawei Warsaw Research Center

February 2019 - January 2022 (3 years)

Warsaw, Mazowieckie, Poland

#### VISION / MISSION / STRATEGY

- \* Build and implement people strategy for new R&D Center in Poland
- \* Work hand-in-hand with management team on new business challenges
- \* Undertake special assignments requested by the leadership team

- \* Partner with C-level and senior leaders to design R&D's culture

#### TALENT ACQUISITION / HR POLICIES / CONTRACT MANAGEMENT/ L&D

- \* Create and manage all HR processes: on/offboarding, performance appraisal, talent development, referral policy, compensation schemes, L&D
- \* Deliver high volume recruitment for all technical and business roles, from assistant to senior manager - 170 employees hired within 1,5 year
- \* Campus recruitment - employment of 50 university top IT talents within 1 year in partnership with 4 top Polish universities and 2 foundations: Polish Children's Fund and Foundation for Information Technology Development
- \* Partner with senior leaders and hiring managers to design workforce planning and create succession plans
- \* Manage different type of contracts: permanent employees, outsourcing and b2b consultants
- \* Ensure R&D's compliance with labor law and local regulations
- \* Cover HR cooperation between Poland, HQ (China) and EMEA offices

#### COMMUNICATION / EMPLOYER BRANDING

- \* Manage internal communication
- \* Represent R&D during external events and networking meetups
- \* Organise student hackathons – online and offline

#### LEADERSHIP / COACHING / COUNSELING

- \* Build and coach a team of 7
- \* Coach managers and employees
- \* Act as a mediator and help to solve conflicts

#### IQVIA

HR Business Partner, Technology Department  
September 2017 - February 2019 (1 year 6 months)

Warsaw, Mazowieckie, Poland

- \* Cooperate with line and regional management and provide HR guidance incl. staffing, talent development, performance management, employee relations
- \* Partner in headcount planning, management and support in the recruitment process based on business requirements
- \* Develop, define, and implement specific local processes and policies based on local needs, where these are not covered by global processes and initiatives

- \* Ownership for complex employee investigations, grievances, disciplinary issues and provide coaching to leaders on ways to manage each case
- \* Collaborate with HQ HR (France) and local HR team to share best practices, deliver value-added solutions, and implement core HR initiatives

## IMS Health

HR Business Partner, Technology Department

April 2015 - September 2017 (2 years 6 months)

Warsaw, Mazowieckie, Poland

- \* Provide advice and counselling to management staff regarding HR matters: recruitment, performance review, benefits, trainings, crisis management
- \* Build HR processes: assessment tool and competency scale, process improvement plan, career paths, satisfaction surveys, department newsletter
- \* Implement and conduct periodical and exit interviews
- \* Manage recruitment processes: candidate selection, job interviews, contact with headhunting agencies etc.
- \* Resolve employee conflicts-mediations
- \* Cooperate with HQ HRBP (France) and local HR team

## Cegedim

HR Generalist, Technology Department

August 2011 - April 2015 (3 years 9 months)

Warsaw, Mazowieckie, Poland

- \* Conduct job Interviews and develop cooperation with recruitment agencies
- \* Design and implement new HR procedures
- \* Organize soft and technical trainings
- \* Diagnose employee problems on regular basis
- \* Validate working time reports in Salesforce
- \* Support management with other HR activities

## Orange

Human Resources Support Specialist, Telecom Department

April 2009 - July 2011 (2 years 4 months)

Warsaw, Mazowieckie, Poland

- \* Organize and maintain HR and project documents
- \* Assign employees to projects and manage project allocations in the internal system
- \* Manage IT project budgets in SAP EBP
- \* Calculate labor costs of outsourcing employees
- \* Assist project managers with their daily duties

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## Education

SGH Warsaw School of Economics

Postgraduate Degree, Coaching

Uniwersytet SWPS

Psychology

University of Warsaw

Master of Sociology, Applied Social Sciences

Music School

Piano