

## Education

### Master in Management

Specialty: Enterprise Human Resources Management  
AGH: 10. 2017 - 07.2019

### Bachelor of Management

AGH: 10. 2014 - 07. 2017

## Languages

English: C1  
Polish: Native

## Skills and Technology

- IT recruitment

- Sourcing, booling search, using LinkedIn premium, screening, offering candidates

- Microsoft Office Package (especially Excel, Word)

- ATS (SAP SuccessFactors, Elevato, Traffit, TalentLink)

- Organizing events

- Creating training courses

## WORK EXPERIENCE

### Senior IT Recruiter

DataArt: 08.2022 - Present

- Employee lifecycle management (end-to-end recruitment processes) for IT positions, but also with Legal or Financial positions
- Creating and posting job advertisements and sourcing candidates (direct search)
- Close cooperation with PR and EB departments, co-organization of local events, and participation in external fairs
- Creating new processes, documents, training, and similar tools depending on the situation and needs
- Creating reports and summaries, also estimating data in Excel
- Creating offer documents for candidates in consultation with the legal department

### HR Specialist

Codahead: 10.2021 - 07.2022

- Employee lifecycle management (end-to-end recruitment processes for IT positions, coordinating onboarding processes, management of employee documents, employee development, exit interview)
- Creating and posting job advertisements and sourcing candidates
- Adjusting the recruitment processes to market changes
- Cooperation with the EB and Sales department
- Cooperation with agencies and job portals
- Cooperation with the management and financial department
- Settlement of employees' working time
- Management of the employees' payment process
- Contacting clients of the organization
- Organizing corporate events

### Recruitment Specialist

Randstad : 06.2021 - 10.2021

- Being responsible for IT recruitment processes in many different fields and for available clients
- Sourcing candidates via LinkedIn, WEB and internal database
- Conducting phone screens and interviews
- Participation in calls with clients

### Recruitment Specialist

Capgemini : 01.2021 - 06.2021- Recruitment Specialist

08.2019 - 01.2021 - Junior Recruitment Specialist

- Conducting end to the end recruitment processes for junior and experienced positions in finance, HR, customer service, law, and IT
- Searching candidates via LinkedIn, WEB, and internal database
- Recruiting people from UE by using different methods
- Cooperation with the mobility department in hiring professionals from outside UE
- Maintaining good professional relationships with managers and team leaders in the organization
- Creating reports and analyzing data in order to develop and improve recruitment processes
- Continuously cooperate with personnel administration, internal recruitment, and other recruitment teams
- Being SPOC to assigned recruitment agencies
- Additionally being a member of the EB community. conducting training in the field of recruitment and employee onboarding