
Education

Feb 2014- Aug 2014 University of Ljubljana
Erasmus Programme
Faculty of Social Sciences
International Relations

Sep 2010- Jun 2015 University of Warsaw
Faculty of Applied Linguistics
MA Cultural Studies

Employment

Sept 2022 – present Senior Talent Acquisition Specialist, Softeq, remote position

I manage full cycle recruitment for IT roles at Softeq, the multinational custom software and hardware development company.

My duties include writing and posting job descriptions on relevant external platforms; connecting with candidates for current and future opportunities in the pipeline by using Boolean search to filter, source and attract the right set of talents; handling a full recruitment life-cycle from initial CV screening, through online video interviews to closing off position by handling salary negotiations and job offers and collaborating with internal stakeholders and cross functional teams to coordinate onboarding and orientation trainings for new hires. I also work on recruitment process improvement and HR tools and processes optimization.

Jan 2022 – Sept 2022 IT Talent Acquisition Specialist, Computer Resources International, remote position
I managed full cycle recruitment process for IT opportunities at the European Institutions such as EU Parliament, EU Commission, EU Council, eu-LISA, EEAS, EUSS, NATO, Frontex and more.

My duties included sourcing IT professionals (senior IT profiles with focus on functional expertise) using LinkedIn and other professional channels, using search engine recruiting techniques; evaluating skill levels, conducting efficient and professional selection process, driving salary negotiations and closing of candidates, communicating effectively and building and maintaining relationships with account managers and stakeholders.

Nov 2018 – Dec 2020 International Recruiter, British American Tobacco, Bucharest
I provided end to end recruitment for Information and Digital Technology, Finance and Accountancy, BI and Data, Procurement and Supply Chain, Marketing and Sales, Operations and HR positions at non – management, mid- management and senior management levels. I recruited for a number of internships and for BAT's prestigious global graduate programmes. I initially worked in the Polish recruitment team, acting as the main recruiter for the new Information and Digital Technology hub that opened in Warsaw.
From July 2020 I was moved to the UK recruitment team and supported the recruitment process for BAT's commercial unit in London.

My duties included: conducting a briefing call with the hiring manager – explaining the recruitment process, strategy and timelines; preparing, modifying and posting job opportunities on internal and external job boards; sourcing and attracting passive candidates; filtering and qualifying candidates; conducting phone interviews – assessing applicants’ knowledge, skills and experience against role requirements; providing a shortlist of qualified candidates; ensuring all screening, hiring and selection complied with company regulations and employment laws; keeping Hiring Managers and candidates up to date with the recruitment process; cooperating closely with the local HR teams, HR BPs, Talent Acquisition Manager and external agencies.

Mar 2017- June 2018 HR Generalist for Poland and the Netherlands, Accenture, Bucharest
 Duties include: Assisting in the recruiting process, including pre-screening candidates, conducting screening phones for clients selection; completing prescreening check and interview forms, posting employment opportunities on employment websites; processing new hire documents; creating and updating HR data base with employees’ personal information changes; producing labour contracts and addendums for job data changes- transfers, promotions, extensions of contracts, etc; preparing documents for maternity leaves; monitoring upcoming end of probation and contract dates, producing adequate documents and informing relevant managers and; acting as a first point of contact for HR related questions via phone or email; preparing Polish - English translations.

Nov 2015- Jun 2016 Social Media Specialist at Fenomem, Warsaw
 Customers: Wizz Air; Wizz Tours; Raiffeisen Polbank; Link4(insurance company); Grant’s; Glenffiddich; Carex; Luksja; Original Source.
 Duties include: Moderating the clients’ profile on Social Media channels(Facebook, Twitter, LinkedIn, YouTube); Dealing with customer enquiries within the time frame set by the company; analyzing and recording comments in the system; compiling reports and presenting the outcomes of campaigns; producing an answer bank in conjunction with the client for potential questions; liaising with other departments to ensure that they are aware of ongoing issues; engaging with existing customers and developing relationship with new customers; supporting communication in Social Media channels and the Internet for the client.

Jan 2015- Dec 2015 Administrative Assistant at Ocalenie, Foundation for refugees, immigrants and repatriate families, Warsaw
 Duties include: Acting as a first point of contact for refugees in the Help Center for Foreigners, a project focused on providing specialized assistance and support for refugees, immigrants and repatriate families in Warsaw; primary help for clients; communicating with clients to determine their needs and referring them to a specialist; assisting clients with applications; helping them to find accommodation; working in a multilingual environment; coordinating ‘back to school’ packages for refugee children.

Language Skills

Polish	native
English	C1 - fluent
Russian	A2 – currently studying

Technical Skills

Skilled in Microsoft Office, Word and Powerpoint.
 Proficient with various Applicant Tracking Systems (SAP SuccessFactors, Teamtailor, Greenhouse, Workday, Traffit) and other HR software (ETWeb, Enova) and with customer relationship tools WQM and Cherwell.
 Excellent knowledge of HR tools such as Sonru, pymetrics, Textio, but also LinkedIn Recruiter and LinkedIn Sales Navigator.