

OBJECTIVE: To obtain a role of Recruitment Lead, Senior IT Recruiter or IT Account Manager

Current Location: Ukraine, but open to relocation

EDUCATION:

Seneca College-HR Management/Personnel Administration Certificate-2015, Toronto, ON

University of Guelph-Humber-Bachelor Degree of Law-2013, Toronto, ON

TECHNICAL SKILLS:

Language Skills: Fluent English, Fluent Ukrainian

Computer Skills: MS Office, Google Suite, CleverStaff ATS, LinkedIn Recruiter Lite, X-Ray Search, Boolean Search, Github, AmazingHiring

FILLED POSITIONS (Middle to Lead levels):

Fullstack: React/Angular/Blazor/C#/.Net, React/Node.js, Python/React, PHP/React, Java/Angular, Kotlin/React

Back-End: Python, C#/.Net, Java, Node.js, PHP, Golang, Kotlin

Front-End: React, Angular, Vue

Mobile: iOS, Android, Flutter

DevOps: Azure, GCP, AWS

QA/AQA: Java, Javascript, Python, Manual QA's

Other: Cyber Security Analysts, SQL Devs, ML/NLP Engineers

Non-IT Roles: Financial Analysts, Accountants, SAP/Oracle Analysts, Content Writers, Marketing Managers

PROFESSIONAL CAREER PROFILE

Head of Talent Acquisition, Lviv, Ukraine

SPsoft-April 2021-Present

- Built, coordinated and managed the recruiting team of 4 recruiters from scratch
- Created monthly KPI's, performance reports and conducted 1-2-1's on monthly basis
- Trained, mentored people with little or no IT experience to fully skilled recruiters
- Created and implemented company's recruitment procedures and processes from scratch
- Performed full cycle recruitment, sourced and recruit candidates by using databases, social media, networks, and references etc.
- Introduced and indulged "cold calling" technique to recruiters over messaging, as it is more effective and had higher response rate from candidates
- Negotiated salary expectations with candidates, and persuaded them to accept an offer
- Continuously improved recruiting processes and implemented best practices

- Aside from my recruitment duties, I participated in Business Development, sourced potential leads, reached out to them via messages/emails and cold calls, scheduled intro calls to discuss the terms of cooperation, as well as their staffing needs
- Communicated with clients to get a clear view of their hiring needs
- Collaborated with recruitment agencies and researched new effective job advertising options
- Conducted Job and salary market analysis
- Worked closely with Marketing Manager on building employer brand
- Actively participated in management core team (CEO, CTO, PMs, Sales Manager and Financial department) to help the company achieve its high-level goals
- Suggested ways to improve the employer's brand
- Conducted HR Interviews screening their technical and soft skills
- Collected recruitment materials such as online webinars, technical recruitment courses, created technical recruitment skills assessment test
- Launched by-weekly knowledge sharing/ technical recruitment trainings for recruiters, performed monthly skills and knowledge tests on recruiters to ensure they are technically inclined
- Planned recruiting budget and expenses, created monthly expense reports for financial department
- Participated in onboarding and adaptation of new employees (office and remote)
- Performed employee satisfaction conversations and reporting
- Researched, evaluated and suggested the best recruiting tools and software for recruiting
- Closely worked with Hiring Managers to develop/improve interviewing methods

Senior Recruiter/Account Manager, Toronto, Canada
Harbinger Network Inc-Nov 2018-Dec 2019

- Was responsible for the entire recruitment lifecycle from intake call/sourcing through to offer stages
- Sourced candidates, evaluated applicant's qualifications, conducted HR calls, checked references
- Worked with a team of recruiters to identify potential candidates for positions and worked with them to facilitate the process of interviewing, submitting, and hiring
- Acted as a thought partner, advisor, and consultant to Executives, Hiring Leaders
- Used recruitment reporting and analytics to influence decisions
- Developed value-driven presentations for delivery during the client visit
- Actively promoted services through participation in professional associations, trade shows and other public relations opportunities.
- Mentored and motivated a group of 5 recruiters
- Met or exceed target KPI's (new requisitions, submissions, interviews, placements)

Recruiter/Business Development Specialist, Toronto, Canada
Amazing Employment Agency-Aug 2012-Nov 2018,

- Developed and implemented recruitment strategies
- Created job posts and posted them on LinkedIn and various job boards
- Sourced and recruited candidates by using databases, social media and LinkedIn using Boolean Search
- Contacted candidates via cold calling technique if the phone number was available
- Reached out to potential leads, set up calls to discuss possible cooperation

- Performed HR interviews with selected candidates
- Managed the overall interview, selection, and closing processes
- Assessed candidate's skills and knowledge using various online tests
- Participated in an onboarding of new employees and conducted 1:1 meetings
- Organized social and team-building events and corporate parties for internal employees

ACCOMPLISHMENTS:

- Came up with creative ideas on how to attract and convince prominent talents
- Launched online recruitment training courses on my off-work time
- Increased Employee Retention
- Improved Time-to-Hire
- Introduced and signed new clients to the company