

Główne umiejętności

Direct Search

SAP Successfactors

Training

HR Specialist | Recruiter | Headhunter

Doświadczenie

Ferrosan Medical Devices

HR Specialist

czerwiec 2023 - Present (1 rok 3 mies.)

Main tasks:

- Conducting end-to-end recruitment processes for White and Blue collars in both Polish and English
- Headhunting/direct talent search via LinkedIn
- Daily work and contact with recruiting agencies
- Conducting Well-being training program for departments
- Designing company's visual identity
- Organization of training and budget management
- Organization of company events
- Partaking in employer branding events
- Implementation of the SAP SuccessFactors system
- Onboarding new employees

FairWind

2 lata 4 mies.

HR Specialist

wrzesień 2022 - czerwiec 2023 (10 mies.)

Szczecin, Woj. Zachodniopomorskie, Polska

Main tasks:

- Conducting end-to-end recruitment processes for site management
- Carrying out recruitment projects abroad
- Onboarding new office employees
- Conducting a "Students Day" program to present the company to university students
- Preparing contracts and other documents for foreign projects for project coordinators and managers
- Designing the company's graphic designs with the Marketing Department

HR Assistant

marzec 2021 - wrzesień 2022 (1 rok 7 mies.)

Main tasks:

- Technical mass recruitment
- Onboarding
- Running Selection Day and Beginners Day
- Running the Referral program for technicians
- Conducting and managing the procedure for exiting technicians
- Daily work with documentation, creation of contracts

Wykształcenie

Universidade Autónoma de Lisboa

Magister (Mgr), Business Management · (luty 2020 - czerwiec 2020)

Uniwersytet Szczeciński

Magister (Mgr), Zarządzanie HR · (październik 2018 - czerwiec 2020)

Uniwersytet Szczeciński

Licencjat (Lic.), Management Instytucji Publicznych i PR · (październik 2015 - czerwiec 2018)
