



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

HR Specialist / Recruiter

About me

As an experienced Executive and IT Recruiter at Mantis, a recruitment agency powered by www.rabota.md, I specialize in sourcing top talent across various industries, including tech, engineering, banking and executive roles.

With a strong focus on matching the right candidates with the right opportunities, I manage the full recruitment process, from sourcing to placement. I am committed to providing high-quality recruitment solutions that meet the unique needs of both companies and candidates, ensuring long-term success and satisfaction.

I am confident that I can bring value to your company and would be eager to continue growing my expertise while supporting your HR objectives.

Work experience

Senior Recruiter & Client Relations Manager · Mantis · Chişinău

January 2024 - January 2025 · 1 year 1 month

- Managed end-to-end recruitment processes, from sourcing and selecting candidates to conducting interviews and finalizing placements for clients across various industries.

- Developed and presented tailored commercial offers to address clients' specific needs, led negotiations, and closed contracts, ensuring the establishment of successful and long-term partnerships.

- Contributed to the company's rebranding by collaborating with the marketing team to ensure consistent recruitment materials.

- Streamlined the recruitment process by implementing efficient sourcing strategies, reducing time-to-hire, and improving the overall candidate experience.

- Managed recruitment campaigns, including job postings, social media outreach, and employer branding initiatives to attract a diverse pool of candidates.

Skills: Executive Recruitment

Executive & IT Recruiter · Mantis · Chişinău

September 2022 - January 2024 · 1 year 5 months

- Identified and recruited candidates for management and senior positions using various recruitment channels.

👤 27 years

♀ Female

📍 Chişinău

in

TOP Skills

- **Executive Recruitment** · 2 years
- **Problem Solving** · 7 months

Preferences

- Full-time
- In-house

Languages

- **Romanian** · Native
- **Russian** · Fluent
- **English** · Communication

Skills

- Data Analysis
- Negotiation
- Talent Sourcing
- Problem-Solving
- Team Player
- Interpersonal Skills
- Interviewing Techniques
- Communication Skills

- Reviewed resumes and conducted initial interviews to assess candidates' qualifications, experience, and cultural fit, ensuring they met job requirements and were the right match for the organization.
- Managed the entire recruitment process, from posting job ads and selecting candidates to coordinating interviews and providing feedback.
- Built and maintained strong client relationships by offering customized recruitment strategies, providing market insights, and delivering recruitment solutions that met organizational and workforce needs.
- Provided support and mentorship to new colleagues by offering training and guidance to help them integrate smoothly into the team and understand the recruitment processes.

Skills: Executive Recruitment

Customer Service Agent · HiSky · Chişinău

June 2022 - August 2022 · 3 months

- Provided assistance to passengers with check-in, boarding, and flight information.
- Processed payments, issued tickets, and maintained transaction records.
- Coordinated with various departments to handle special requests, luggage issues, and flight disruptions.
- Addressed customer inquiries, resolved issues, and ensured a positive travel experience.

Skills: Problem Solving

Customer Service Specialist · iFly.md · Chişinău

February 2022 - June 2022 · 5 months

- Assisted with flight bookings and provided information on schedules, prices, and policies.
- Handled customer inquiries and resolved booking, cancellation, and refund issues.
- Processed payments, issued tickets, and maintained transaction records.

Skills: Problem Solving

Desired industry

- Human Resources

Education: Higher

State University of Moldova

Graduated in: 2020

Faculty: Bachelor's Degree in Mathematics and Computer

Science

Courses, trainings

Front-End Development IT Courses

Graduated in 2022

Organizer: Vanar