



# Kateryna Aleksyuk

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19-06-1990

[LinkedIn](#)

Recruitment Consultant with 8 years Experience.

I have successful experience in finding top talent in the industry sectors such as: Agribusiness, Automotive, Financial Services, Communications Infrastructure, Media, Pharmaceuticals, Equity, Retail & FMCG and Legal sector.

I'm familiar with Executive search and Headhunting technologies, which gives me the opportunity quick and successfully fill vacancies of any level of complexity.

Developing in IT recruiting sphere.



## Current Activity

**01/2022-03/2022**

**Talent Acquisition Manager**

[Liki24](#)

- Manage the full recruiting lifecycle across a variety of open roles (technical and non-technical)
- Search and headhunt candidates (passive & active job seekers)
- Active search for candidates through the personal network, job sites & online communities, LinkedIn
- Supporting candidates through all stages of the hiring process
- Screen CVs, conduct interviews, give feedbacks to candidates
- Prepare job offers, discuss it with hiring managers and candidates
- Participation in marketing activities for recruitment

**08/2019 – 01/2022**

**Headhunter, Recruiter**

*Self-employed*

- Developing recruitment projects for middle and top management vacancies in Ukraine
- Maintaining and developing relations with clients
- Implementing and developing new directions in the company
- Providing all kinds of Human Resource consulting to clients, including market analysis, salary survey, search & selection, etc.
- Working in human capital management projects
- Providing a career coaching
- Preparing for a job interview
- Maintaining an individual career session
- Providing a career guidance
- Supporting in a job search

**04/2016 – 08/2019**

**Talent Acquisition Manager**

[OSD Group](#)

- Organizing full cycle of recruitment processes
- Determining needs of the company in personnel
- Providing labour market analyses
- Working with various sources to attract candidates

- Providing phone screening of the candidates
- Arranging face-to-face interviews and assessment of candidates
- Drafting Job-Offers for new employees
- Closing vacancies of various difficulty levels (middle, top level, search for narrow-profile specialists).
- Working with adaptation
- Taking part in the processes of adaptation of new employees (signing Job Offers, NDA, holding Welcome-meetings)
- Working with the brand of the employer

**07/2014 – 01/2016**

**Recruitment Consultant in industrial Group**

[ANCOR Holding](#)

- Leading recruitment projects in Marketing, Trade-Marketing, Sales, Finance and Supply Chain areas
- Communication with existing Ukrainian and foreign clients and participation in searching for new ones
- Proving requests analysis, market research conducting, development of Job Profiles
- Carrying out full life-cycle recruiting process such as search for potential candidates, conducting interviews, preparing candidates and clients for the interviews, providing support to candidates during the induction & probation period
- Making reports on sales results and KPI performance

**01/2013 – 06/2014**

**Recruitment Consultant, B2C Markets**

[Brain Source International](#)

- Searching and selecting of the personnel
- Proving full search cycle: carrying out interviews, making deep interviews, arranging of interviews with management, gathering competent feedback from the manager
- Closing vacancies of mid-management as well as top-management
- Making long and shortlists of the candidates, defining the objective companies for potential candidates
- Attracting new clients, negotiations with holders and direction of the company, recognition of the demands of the candidates
- Selecting of TOP-management candidates, single-disciplined specialists, anti-crisis's managers

## Education

**Master's Degree, Politology**

09/2014 – 07/2015

Kyiv National Taras Shevchenko University

**Bachelor's degree, Politology**

09/2008 – 07/2012

National University of Kyiv-Mohyla Academy

## IT-Knowledge

MS Office, Excel, Microsoft Word, PowerPoint, Outlook, Experium, E-Stuff, Crew, Trello

## Language

Ukrainian (native), Russian (native), English (upper-intermediate)

## Additional information

I'm a long-distance runner, participant of Ukrainian and international competitions (running on 21, 42 and 50 km)

Driver license Class B

Ukrainian. Temporary residence permit in Lithuania