

Curriculum Vitae

Budapest, 1134 Lőportár Street 14
Budapest, 19.11.1994
(36 20) 228 68 92
papp.anett94@gmail.com



Anett Papp

Work experience

- **12.02.2019. – 2020.04.17.: Knorr-Bremse VJR**



KNORR-BREMSE

Hungária Kft. – Onsite (IT) Recruiter

- Recruitment and selection for the Electrical Research and Development department. I'm mostly looking for electrical engineers with software development or test automation experience
- Coordination of sourcing and development of interview methods (interview technique, interview structure)
- Supporting hiring managers in the selection (I lead the interview process from the beginning to the end; ask questions to learn about the candidate's personality, habits, etc.)
- Keeping daily contact with and giving feedback to the recruitment agencies (about the candidates, labour demands, etc.)
- Planning, organizing and attending events on recruitment and other professional conferences (e.g. HUSTEF - Hungarian Testing Forum, Simonyi Conference, job fairs, etc.)
- End-to-end recruitment process: finding candidates using LinkedIn, Profession.hu and the corporate database, pre-screening on the phone, interviewing with hiring managers, giving feedback and offer, coordination of the onboarding process
- Recruitment and selection of blue-collar workers, my task is mostly to coordinate the whole process, provide support for the senior management to hire the best candidates

- **10.09.2018.-17.01.2019.: Waberer's International Nyrt.**

Recruitment coordinator



- In the first two months: recruitment of truck drivers (end-to-end process, including coordinator tasks, e.g. entry process, exit interviews, etc.).
- From October: the company decided to support employees to obtain CE category driving licence. My duties were: organizing, selection, keeping contact with the candidates, etc.
- From December: Recruitment and selection of white-collar workers.

- **04.2018.-05.2018.: FMC-Agro Hungary Kft.**

Office administrator (fixed term):

- Administration tasks, documentation



- **03.2017. – 03.2018.: BDO Hungary, Internal HR department,**

Researcher/HR assistant:

- Searching on LinkedIn and on other online platforms or in databases
- Pre-screening on the phone, making appointments for interviews



Curriculum Vitae

- Keeping contact with the candidates all along the process, organizing executive interviews (from trainees to manager positions), evaluating tests
- Writing and submitting advertisements, participation in job fairs, organizational duties
- Recruiting for the most important clients of the company, e.g. Wizz Air Hungary Kft.

- **05.2015. – 02.2017.: Duna House Franchise Kft., Cs.Á. Ingatlan Kft.,**

Recruiter and office coordinator:

- Recruitment and selection, pre-screening, interviewing
- Writing and submitting advertisements
- Office coordination tasks, ad-hoc administration (invoice)
- Internal audit of the real estate agency's documents



Studies

- **2017 – 07.2018.: Károli Gáspár University of the Reformed Church in Hungary, Faculty of Law:**

Economist in Human Resource Management B.Sc. (full time)



Károli Gáspár Református Egyetem
Állam- és Jogtudományi Kar

- **2013 – 2017: Budapest Business School (University), Faculty of Finance and Accountancy:**

Economist in Human Resource Management B.Sc. (not completed)



BGE

- **2009 – 2013.: Kispesti Deák Ferenc Grammar School:**

Motion Picture, Culture and Media Studies



Language

- **English** – monolingual, complex, intermediate level exam (PTE, ECL) 04.2013.
- **Business English** – exam at EuroExam, 10.2017. – *active, 6/10*

Others

- **Category B driving licence**