

Employability Skills



About me

- Head of Talent Acquisition at Webb Fontaine Group
- Recruitment and Technical Recruitment Trainer, Magnus HR



CV

Start with the personal info

- Name, surname
- Email address
- Phone number
- LinkedIn link
- GitHub link
- Stack overflow link

ZARA MIRZOYAN

Mob : +374 94 766 766

Email : zara.mirzoian@gmail.com

LinkedIn: <https://www.linkedin.com/in/zaramirzoyan/>

CV

Professional experience

- Position
- Company
- Dates (month/year)
- Responsibilities
- Technologies, tools used

Note: List the jobs in reverse chronological order

PROFESSIONAL EXPERIENCE

Position: Talent Acquisition Business Partner

Company: [DISQO](#)

Jun 2019 – Present

Responsibilities:

- Work closely with the VP of Talent Acquisition to set hiring processes and procedures
- Partner with hiring managers to identify current and future personnel needs
- Determine optimal job advertising mix, including job boards, careers pages, and social networks
- Partner with hiring managers, team members to understand the exact needs of the job opening
- Create job descriptions to ensure they capture role requirements
- Craft sourcing strategies using online channels
- Source and engage both technical and non-technical talent to staff hard-to-fill positions
- Conduct interviews, negotiations
- Advise hiring teams on interviewing and evaluation methods
- Conduct market research to make both company and talent mapping to ensure proactive recruitment
- Host and participate in recruitment events and job fairs to network with potential candidates in-person

Company name / Senior Developer,

MAR 2015 - APR 2018, YEREVAN

- Architecting/Developing new modules for SAAS system and leading the team toward successful delivery.
- Leading and participating company's initiatives related to performance & optimization of the entire product.
- Applying best Agile/Scrum practices for software areas deliveries

Main Language – Java.

Main Technology – Spring, Struts, EclipseLink.

DBMS - Oracle.

Areas involved in WF SAAS platform:

1. Authentication
2. Custom Data
3. Layout Templates
4. API design
5. Performance optimization
6. Global architecture change

CV

Project based experience

- Mention the projects completed
- Provide links if available

Note: List the projects in reverse chronological order

PROJECT-BASED EXPERIENCE

Position: Technical Recruiter

Company: [Darkmatter](#)

Oct 2018 – Present

Position: Technical Recruitment Consultant

Company: [DDT Global Talent](#)

Apr 2018 – Jun 2018

Position: Technical Recruitment Consultant

Company: [TryCatch](#)

Sep 2017 – Feb 2018

Position: Technical Recruiter

Company: [Betconstruct](#)

Mar 2017 – Jun 2017

VOLUNTEER EXPERIENCE

Position: Coordinator

[LOFT HR Club](#)

Sep 2015 – May 2018

CV

Education

- University
- Dates (years only)
- Degree
- Specialization

Note: List the education in reverse chronological order

Education

State Engineering University of Armenia / Bachelor

— 1992 - 1996, YEREVAN

Department - Technical Cybernetics, Digital Electronics

EDUCATIONAL BACKGROUND

2015- 2017 American University of Armenia
Master of Business Administration (MBA)

CV

Technologies

List the technologies of your domain by splitting them into categories

- Backend languages
- Frontend languages
- Databases
- etc

Note: Do not list any technologies you do not work with, are just familiar; only the ones you are able to work with and add value

Skills

Methodologies:	Scrum, Agile, XP, TDD, BDD, Waterfall
Programming Languages:	Java, C#, HTML, JavaScript, SQL
Software Architecture:	Microservices, N-Tier Architecture, SOA, UML, Scaling, Information Security
Technologies & Frameworks:	Spring, Hibernate, Kafka, .NET, WCF, ADO.NET, EmberJs, JQuery, ELK
RDBMS:	MS SQL Server, Oracle, MySQL, Postgres, AuroraDB
NoSQL	Mongo, ES, Cassandra, DynamoDB
Web & App Servers:	WebSphere, Apache Tomcat, JBoss, IIS
Cloud Platforms:	AWS, Azure

CV

Language proficiency

- Elementary proficiency
- Limited working proficiency
- Professional working proficiency
- Full professional proficiency
- Native or bilingual proficiency

LANGUAGES

- Armenian – Native or bilingual proficiency
- Russian – Full professional proficiency
- English – Full professional proficiency

CV

NO !!

- Typos
- False info
- CV with outdated info

CV should not be more than 2 pages, in pdf format

Motivation Letter

You are to answer the following questions

- Why you have chosen the employer
- Why the employer is to choose you as an employee

Motivation Letter

Personal info

- Name, surname
- Phone number
- email

Introduction

- The position you're applying for
- Where have you learnt the position about
- Why the job is attractive to you

Motivation Letter

Body

- Answer to the question: “why me?”
- Talk about your success stories, achievements, skills taking into consideration the job requirements
- Show your interest in the job, company

Motivation Letter

Conclusion

- Say thank you to the receivers for their time
- Again, emphasize your desire to work with them

Why LinkedIn is Important

- Get a beneficial career growth opportunity
- Build your personal brand
- Rank your name
- Stay tuned to industry updates and news
- Network, network, network

Put Your Best Face Forward

Make sure your profile picture is

- professional
- approachable
- friendly
- with simple background

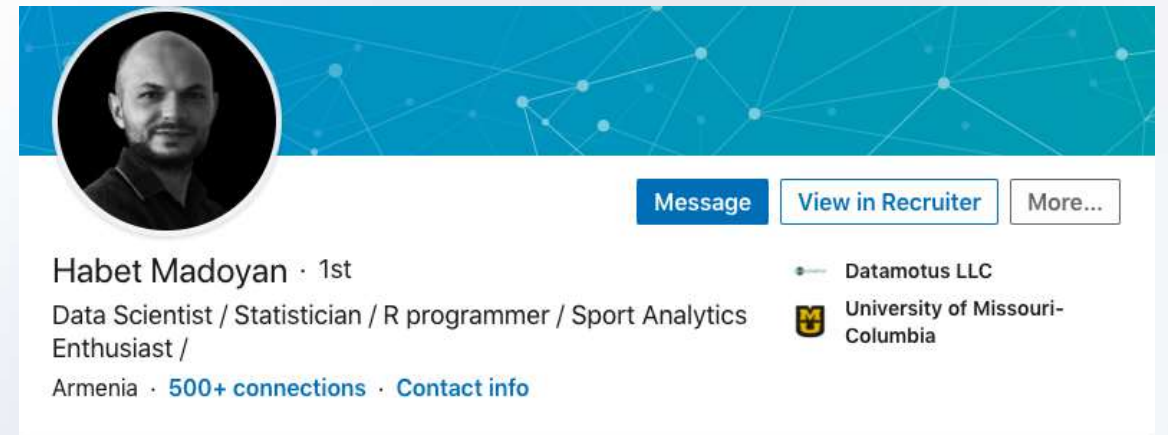
Photo analyzer:

<https://www.snappr.com/photo-analyzer/>

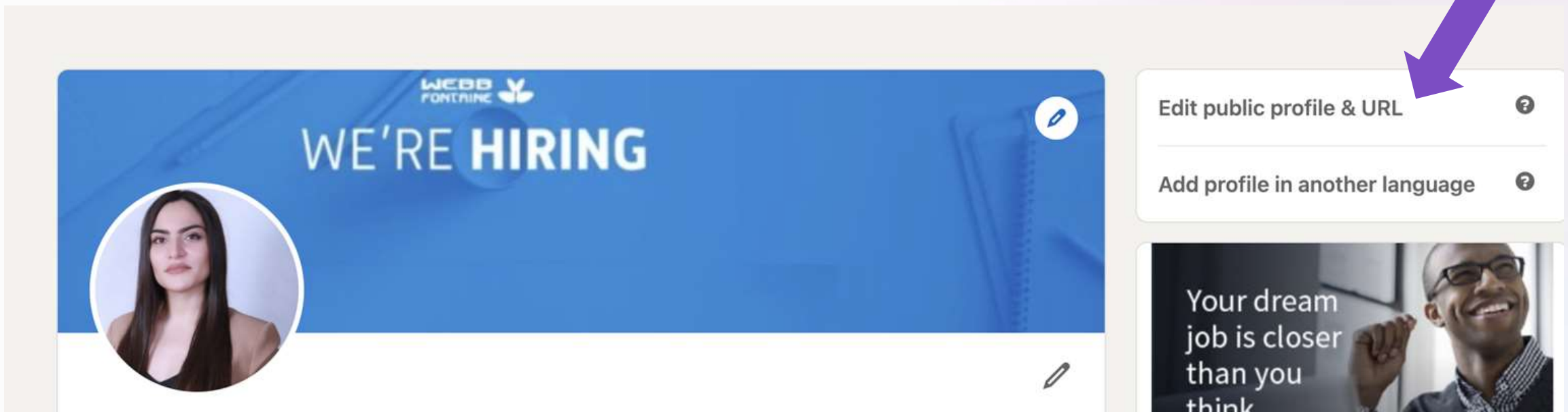
Customize Your Headline

Attractive headline to encourages recruiters to view your profile. The headline is to

- sum up what you do in a few words
- be memorable
- help you to appear in the search results



Customize Your URL



The image shows a LinkedIn profile header. The banner is blue with the text "WE'RE HIRING" and a logo for "WEED FONTFIRE". A circular profile picture of a woman is on the left. A dropdown menu is open on the right, showing two options: "Edit public profile & URL" and "Add profile in another language". A purple arrow points to the first option. Below the menu is a video thumbnail with the text "Your dream job is closer than you think".

WEED FONTFIRE

WE'RE HIRING

Edit public profile & URL

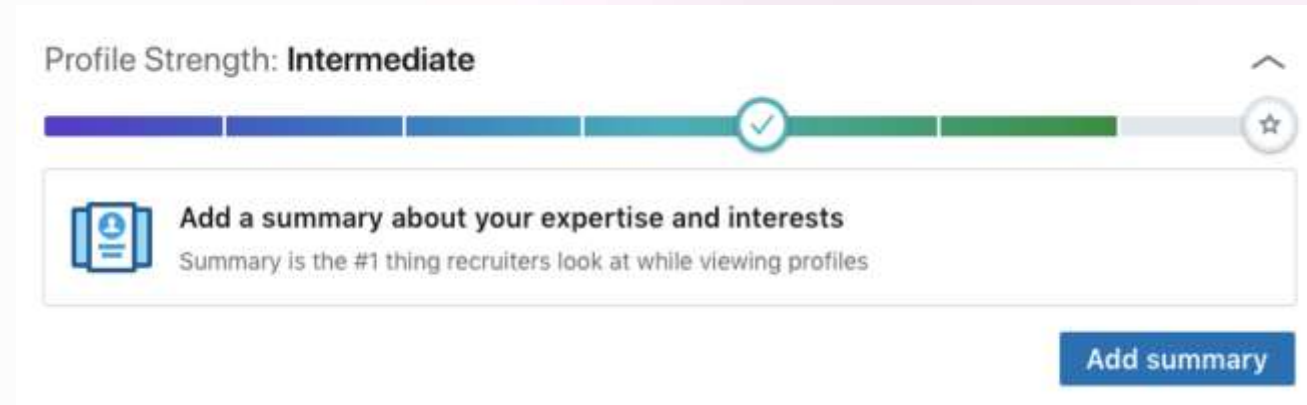
Add profile in another language

Your dream job is closer than you think

Create a Summary That Tells Story

Focus on some key information

- Significant career accomplishments
- Your values and passions
- Your "superpowers" (things you do better than anyone else)
- Verifiable facts and statistics
- What makes you different and unique
- Social proof via quotes and testimonials



Hi, I'm Zara, technical recruiter, and it's already 5+ years I am in IT technical talent acquisition and I enjoy it every day:) There is nothing greater than finding opportunities for smart people to do awesome things, and it's a fantastic process that I feel lucky to participate in.

With an MBA degree, I am part of a great IT company, Webb Fontaine Armenia, where we believe in looking beyond barriers to shape tomorrow's international trade. I am involved in the full life cycle of talent acquisition: identifying staffing needs, determining selection criteria, sourcing potential candidates through online/offline channels, planning interviews, assessment, selection, and on-boarding procedures, designing job descriptions and interview questions, leading employer branding initiatives.

Recruiting skills: Boolean Logic; and other advanced sourcing techniques, such as Social Media (LinkedIn, LinkedIn Recruiter, Facebook, and Twitter), Job Boards (Staff.am, Careerbuilder, Dice, and Monster), Google Resume Searches, and repository sites (Github and Stackoverflow), ATS systems (Greenhouse, Workable, BambooHR, Lever).

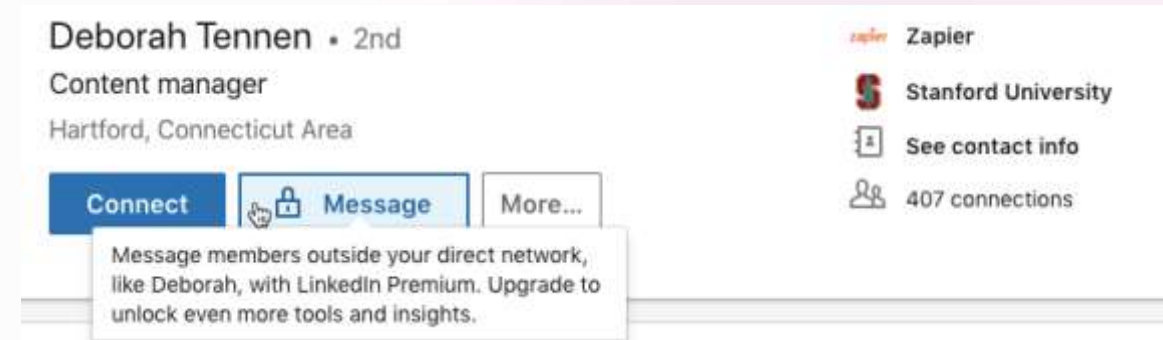
I am always on the look-out for new, talented people in the technology industry. If you are looking for a fun and exciting workplace with talented and passionate colleagues, you're in the right profile :)

It is my goal to drive the IT businesses forward by finding the best and brightest talent. There are tough engineering problems and challenges to be solved so if you are up to the challenge, or want to learn more and advance by joining great team, I'd love to chat. So, drop me a message :)

Contact Info

LinkedIn lets you add

- Website (GitHub, Personal website, etc.)
- phone number
- email address
- twitter handle
- instant messaging account (through Skype, Google Hangouts, etc.)



Experience

- List your responsibilities and accomplishments
- List the technologies and projects you worked with



Android: Senior Applications Software Developer

iDeaUSA Products Inc

Jul 2014 – Feb 2015 · 8 mos

Long Beach, CA


Overview: Responsible for leading a team of 3-4 developers to develop an operating system based in Android for a proprietary kids tablet.

- Architect operating system and chat application designs. Designate, create tasks and schedules for Mobiloitte developers.
- Develop and implement UI, formatting and functions.
- Develop and implement services and listeners for various functions e.g. remote locking of entire application and remote trigger of specific application functions.
- RESTful, PRIVO, QuickBlox, Potty Mouth, Facebook and Google APIs. Implemented web services and parse data.
- Develop and implement kid safe chat functionalities; send text, audio and images.
- Source code control tools, GIT and SVN [See less](#)

Skills

- List the skills you're really experienced and work with
- Get endorsements for your skills

Skills & Endorsements

Add a new skill 

Take skill quiz

[View 1 pending endorsement](#)


Headhunting · 99+


Ani Chilingaryan and 99+ connections have given endorsements for this skill

Recruitment · 99+

Ani Chilingaryan and 99+ connections have given endorsements for this skill

Team Management · 99+

 Endorsed by 2 of Zara's colleagues at Effortis

[Show more](#) 

Add Media

Add your

- Projects
- Project links
- Graphics
- Images
- Slideshows
- Article
- Videos

Jessica Greene

Freelance writer helping B2B SaaS companies generate traffic and revenue through content marketing

Louisville, Kentucky

Add profile section ▼

More...

Jessica Greene Marketing

University of Louisville

See contact info

See connections (218)

As a professional writer, I work with B2B SaaS companies to develop quality content that supports their business goals. My primary focus is on creating deeply researched and actionable blog content that's designed to drive organic search traffic, engage target audiences, and grow business revenue.



Solicit Recommendations

Ask recommendation
from

- Tutors
- Supervisor
- Managers
- Clients
- Colleagues



Recommendations

[Received \(4\)](#)[Given \(1\)](#)



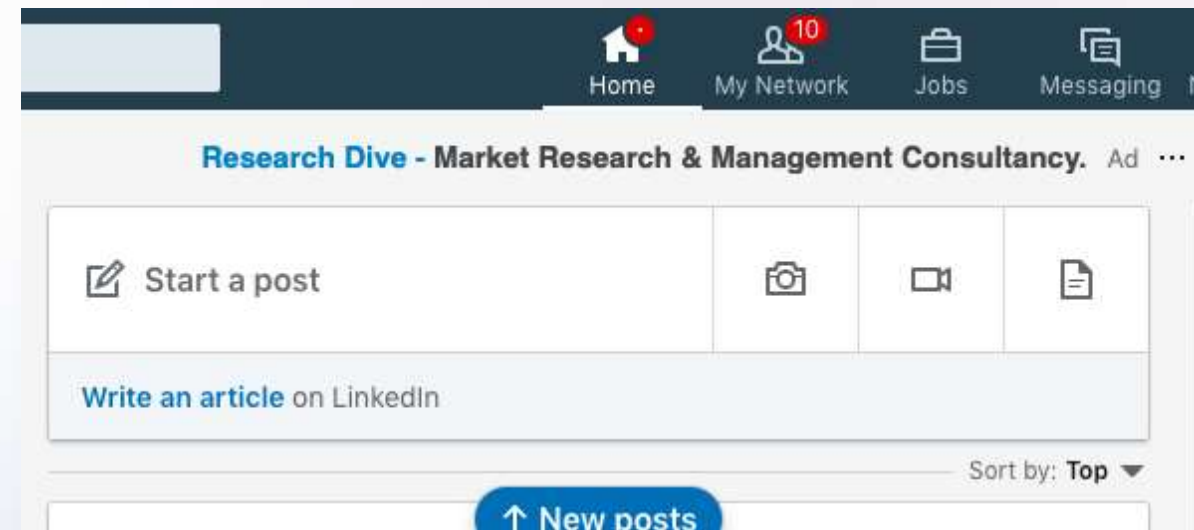
Hripsime Sarikyan
Director at Quick Start
June 4, 2019, Zara worked with Hripsime in the same group.

Zara is a talented Technical Recruiter and a great trainer. We cooperate in the frames of Quick Start project, where Zara developed and implemented a great program "Technical Recruiters preparation" which aims to help the beginners to become the recruiter of a choice and build their pres... [See more](#)

[Ask for a recommendation](#) 

Stay Active in LinkedIn

- Connect with people from your industry
- Join groups
- Post and comment on updates
- Share interesting articles and news
- Write articles



Organize Your GitHub Profile

Here are a few tips to have a more attractive profile in GitHub:

- Update your code constantly
- Write clean, commented and well-organized code
- Remove unmodified forks and empty repos
- Contribute, commit to open-source projects

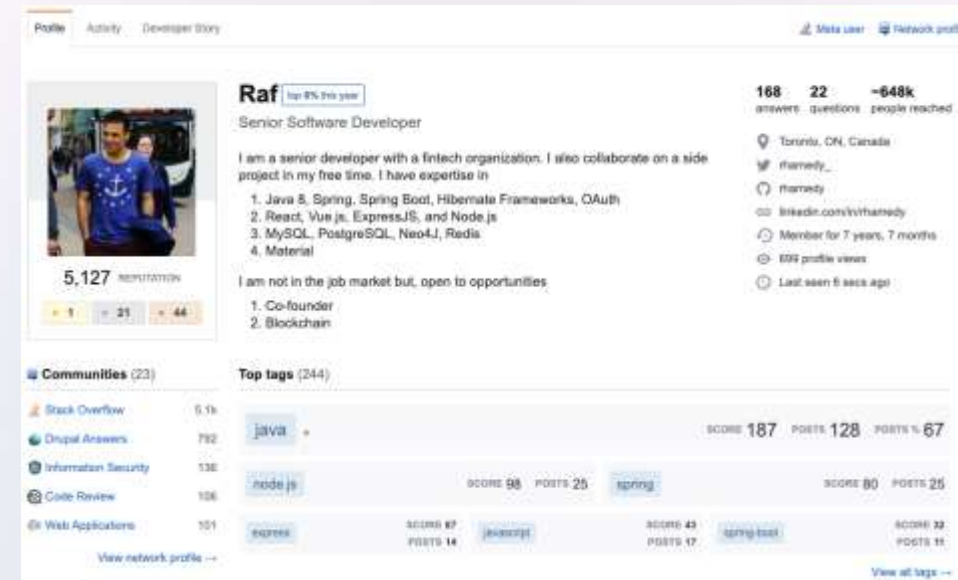
Read: <https://dev.to/diogorodrigues/creating-amazing-github-profiles-readme-5h31>

<https://dev.to/supritha/how-to-have-an-awesome-github-profile-1969>

Be a Better Stack Overflow User

- Fill in all the sections of personal profile (add location, GitHub link, website)
- Tell your developer story
- Upvote
- Write comments
- Ask questions and give answers to improve your profile statistics

Read: <https://www.geeksforgeeks.org/how-to-build-a-reputable-stackoverflow-profile/>



A Day Before the Interview

- Research the company (product/project, team, technologies, activities, values, etc.)
- Review the job description and your CV
- Review the interviewers' profiles if available
- Prepare your questions about the company, job, team, etc.
- Conduct a mock interview with a friend if possible
- Dress for the role

The Day of the Interview

- Be on time
- Turn off mobile devices
- Be enthusiastic, smile
- Listen to the interviewer carefully
- Make sure you answer the question your interviewer is asking
- Answer to the questions with confident
- Ask for time to think
- Relate your skills, accomplishments, and objectives to the needs of the company, provide specific examples
- Ask questions about the company, the role, next steps of the hiring, etc.

After the Interview

- Send a thank you note
- If not hearing back from the employer, make sure to follow up on your hiring status
- If you get a rejection, thank the employer for the time and consideration and your interest to apply in the future
- If you get an offer letter and need to think, ask the employer for an additional time (specify the dates)
- Keep the communication, always give feedback

HR Interview

- Career history review
- Adaptability
- Motivation to do the work
- Cultural fit
- Team skills
- Leadership
- Learning and growth potential
- Responsibility and ownership
- Problem solving
- Result oriented

Career History Review Questions

- Name of company, position title, description
- What major challenges and problems did you face? How did you handle them?
- What did you like or dislike about your previous job?
- Which was most/least rewarding?
- What was your biggest accomplishment/failure in this position?
- Questions about your supervisors and coworkers.
- What are you looking for in your next job? What is important to you?
- Why you changed your job?

Adaptability

- Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?
- Describe a situation in which you embraced a new system, process, technology, or idea that was a major departure from the old way of doing things. What did you like or dislike about your previous job?
- Recall a time when you were assigned a task outside of your tasks. How did you handle the situation? What was the outcome?
- Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
- Tell me about a time when you had to adjust to a friend's working style in order to complete a project or achieve your objectives.

Motivation to do the work

- What career goals, have you set for the next 2 years? What are you doing to achieve them?
- In your experience, what motivates your best on-the-task performance?
- What could your current company change about your job, your team or their culture to keep you on their team?
- Describe a time when you recognized you weren't going to be able to meet multiple deadlines. What did you do about it? What was the outcome?
- When you're able to make extra time,, do you ever do anything to make your work more efficient/easy?
- Can you describe a time where you identified a new, or unusual approach to address a problem or task? How did this approach work?

Motivation to do the work

- What do you enjoy while coding/being in the IT industry
- In your experience, what motivates your best on-the-job performance?
- Why do you want to work with our company

Cultural Fit

- What are the three things that are most important to you in a job?
- Tell me about a time in the last week when you've been satisfied, energized, and productive at work. What were you doing?
- What's the most interesting thing about you that's not on your resume?
- What would make you choose our company over others?
- What's the biggest misconception your coworkers have about you and why do they think that?

Team Skills

- Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?
- Tell me about a time when you were communicating with someone and they did not understand you. What did you do?
- Tell me about one of your favorite experiences working with a team and your contribution.
- Describe the best partner or supervisor with whom you've worked.
- What part of their managing style appealed to you?
- Can you share an experience where a project dramatically shifted directions at the last minute? What did you do?

Learning and Growth Potential

- Do you know what you want out of your career?
- What are your career goals?
- What skills do you need to develop to make the next step in your career? What do you do for it?
- What's the last professional book you read, what did you take from there?
- What professional events, classes you attended?
- What helped you to succeed in the programming course?

Responsibility

- Remember a case that you acted as a leader to solve a problem in a group project
- How do you manage tasks and timelines with different levels of importance?
- Do you prefer a lot of supervision, or self-management in your daily tasks?

Thank You

