



Ayse Yilmaz

Human Resources Specialist

Contact

Phone

+90 5XX XXX XX XX

Email

ayse.yilmaz@email.com

Address

Istanbul, Turkey

Language

English(Fluent)

Turkish(Native)

Skills

- Recruitment & Talent Acquisition
- Performance Management
- Employee Relations
- Training & Development
- Human Resource Strategy
- MS Office (Excel, Word, PowerPoint)
- HR Software (SAP HR, Workday - Basic Level)
- Interviewing Techniques

A results-driven Senior Human Resources Specialist with 5 years of experience, passionately committed to fostering inclusive and equitable workplaces. I possess a proven track record of success across all stages of HR processes, with particular expertise in talent acquisition, performance management, and employee engagement. My focus is on developing and implementing innovative HR strategies that maximize employee potential while achieving organizational goals.

Experience

September 2022 - Present **Senior Human Resources Specialist**
ABC Holding, Istanbul

- Managed end-to-end recruitment processes for an average of 150 hires annually, leading the identification of suitable candidates and interview coordination.
- Contributed to the development and implementation of performance appraisal systems, assisting employees in identifying areas for growth.
- Regularly conducted employee satisfaction surveys and developed improvement projects based on the results.
- Played an active role in HR digitalization projects, supporting the integration of new HR software.

June 2020 - August 2022 **Human Resources Specialist**
XYZ Company, Istanbul

- Conducted interviews in recruitment processes and built candidate pools.
- Organized orientation programs and ensured the adaptation of new employees to the company culture.
- Performed training needs analyses and organized internal and external training programs.
- Supported the updating of Human Resources policies and procedures.

Education

September 2016 - June 2020 **Bachelor of Science in Human Resources**
Boğaziçi University

Certifications and Courses

- Performance Management and Appraisal Techniques Training (Human Resource Association)
- Fundamentals of Labor Law (Online Certification Program)