



## Contact

### Phone

0745.014.006

### Email

loredanacinka222@yahoo.com

### Address

Timisoara, Romania

## Education

2023 - Present

**Master's degree, HRM in the administration of organisations**

West University of Timisoara

2020 - 2023

**Bachelor's degree, Human Resources**

West University of Timisoara

## Expertise

- HR
- Recruiting
- IBM SPSS
- Leadership

## Language

English

Romanian

## Hobbies

Cooking

Travelling

Networking

AI

Event planning

# Loredana Cinca

## Experience

### May 2023 - Present ( Maternity replacement- 1 year contract) Junior HR Generalist, HELLA

#### Recruitment:

- Main point of contact for all recruitment related issue;
- Managing the end-to-end recruitment for different open positions (from engineering roles to more non-technical roles);
- Networking with potential hires through professional groups on social media and during events;
- Creating and publishing job ads in various portals (LinkedIn, Best Jobs, Hipo, internal ATS);
- Cooperating with and consulting hiring managers to accomplish all the recruitment assignments;
- Screening resumes and job applications;
- Conducting initial phone screens to create shortlists of qualified candidates;
- Interviewing candidates in person/ online for a wide range of roles;
- Training and advising hiring managers on interviewing techniques;
- Maintaining all applicants and interview data in recruiting databases;
- Tracking hiring metrics including time-to-hire, time-to-fill, and source of hire;
- Developing and executing recruiting plans for variable positions;
- Performing reference and background checks for potential employees;
- Giving feedback to candidates during the hiring process;
- Preparing and sending accurate hiring offers, compliant with internal regulations and law;
- Processing applications from recruiting events.

#### Projects:

- Supporting the HR team during the development and implementation of programs/projects/procedures;
- Local responsible for students program (plant Ghiroda + global division ).

#### Employer branding:

- Participating in stand presentations/workshops/company presentations/ competitions/ job fairs;
- Responsible for internal/ external communication & employee engagement;

#### Reporting:

- Managing diverse reports, including weekly and monthly headcount reports, maternity leaves, in/out entries, attrition etc.

#### Administrative topics:

- Administrative tasks (achieving, ANOFMs, preparation of documents for occupational medicine, preparation of student's practice documents).

#### Onboarding&Off-boarding:

- Responsible for the onboarding of the new hires;
- Conducting exit interviews.

### August 2022 - November 2022

### Human Resources Assistant Intern, FEV Romania

- Screening of CVs for different position from IT and Purchasing & Finance departments
- Actively searching specific profiles on Social Media platforms in order to find the most suitable candidates for the open positions;
- Creating & advertising job openings on Social Media using Canva and Powerpoint;
- Updating candidate status on the internal database;
- Scheduling interviews with candidates;
- Conducting phone interviews with candidates;
- Conducting and participating in interviews for non-technical and technical positions;
- Scheduling and coordinating interviews between hiring managers and potential candidates;
- Continuous study of the research and trends on best practices in HR field Signing the contracts with the new employees;
- Updating the personnel files, archiving and keeping documents in accordance with the legislation in force;
- Updating the internal database with documents in the personnel files;
- Updated and maintained employee attendance in various trainings and reporting to the HR Manager or TL;
- Organization of social events (Halloween party and social evenings);
- Participated in job fairs to recruit new talent ( Top Employers 2022).

I recruited for the following positions: Accounts Receivable/Accounts Payable Accountants, Test Manager, Software Test Engineer, Embedded Software Developer, Test Engineer, Department Manager for AUTOSAR and Functional Safety, Function Development Engineer, Software Architect.

## Volunteering

**October 2020 - June 2023**

### **Student Mentor, Association of Practitioners and Specialists in Social Economy**

- Helped coordinate the practice activity of first-year students and guided them through this activity.
- Documentation and creation of presentation on different topics regarding human resources field or other relevant fields in order to improve student's knowledge about their opportunities.
- One-to-one/ group discussions with my students.
- Monitoring and centralizing participation.
- Reviewing student's feedback in order to improve eventual discrepancies with their own needs and expectations about the practice activity.
- Encouraged students to explore age-appropriate and career-related opportunities.
- Empowered students through counseling and skill-building exercises.

**February 2020 - June 2023**

### **Academic Tutor, Career Counseling and Guidance Center/ CCOC-UVT**

- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Supported students with helpful study habits and exam strategies.
- Helped fellow students prepare for quizzes and examinations.
- Used personalized learning plans to guide students to deeper understanding of course material and learning styles.
- Conducted group tutoring sessions to help students engage active learning and critical thinking skills.
- Facilitated small group and one-on-one tutoring sessions focusing on academic subject areas.
- Worked closely with students on specific class struggles, closely reviewing materials and assignments to offer targeted help.
- Responded to email and telephone requests to provide students with specific information.
- Assisted students in developing study skills and strategies.
- Motivated students with accurate feedback and positive reinforcement.
- Monitored student progress and provided feedback and support.
- Mentored and coached students with focus on developing independence and self-confidence.
- Collaborated with teachers and fellow peers to determine how best to support student success.