### C u r r i c u l u m V i t a e

**P e r s o n a l I n f o r m a t i o n**

Name: **Judit Galambos**

Address: 11/A Pacsirtamező street, 1036-Budapest, Hungary Phone: +36-20-809-0997

E-mail: [jucigalambos@gmail.com](mailto:jucigalambos@gmail.com); [judith.galambos@gmail.com](mailto:judith.galambos@gmail.com) in: [hu.linkedin.com/in/juditgalambos/](http://hu.linkedin.com/in/juditgalambos/)

### T a s k s

* Responsible for the company’s entire HR activities Dealing with general HR processes
* Taking active part in creating and improving recruitment policies and practices
* Support & update the management and the global HR team on the whole selection and other HR processes
* Assist in building up the HR strategy for recruiting, and administrate all HR related matters
* Manage the (end-to-end) recruitment/selection procedures (Searching, Headhunting, Interviewing -phone IV as well-, Hiring candidates, Organize ACs, Prepare advertisements, tests, and other recruitment supporting tools to ensure the smooth run of the selection procedures within the company)
* Responsible for the Employee Referral Program
* Keep daily contact, with HR agencies, regular contact with the Payroll agency, cooperate with external training suppliers, liaise with Law firms and other Official Organizations
* Deliver the Entrance and Exit process in line with legal legislation, administrate and coordinate all related processes including data changes, contracts, cafeteria, company benefits, timesheets, sick leaves, vacations; also prepare reports for the monthly payroll and execute the monthly payroll calculations, smoothly handling HR related-, candidate & employee database/personal files, in order to ensure efficient on- boarding of new joiners and existing colleagues
* Keep contact with employees and other internal and external clients of the company on a daily base; support them in HR related issues and other various types of queries by delivering professional 1st point of HR consultancy
* Provide help for foreigner colleges about the Hungarian Labour Law, and other important information
* Organizing work and residency permits with the outsourced company
* Organize Open events, Workshops, Trainings and Assessment Centers, participate on Job Fairs, and arrange student meetings at universities
* Prepared reports for the Management, and for the smooth run of the HR department
* Maintaining contact with main Universities
* Company branding /HR marketing/ Social Media
* Organize and manage all office related procurements like stationary, furniture, office plants, mobile phones, etc.
* Keep contact with the office’s suppliers, checking all related invoices, responsible for the administration and for the payments of the approved invoices
* Managing the general functions of the office and the smooth run of the Front-office

**E m p l o y m e n t H i s t o r y** 2016 – Present Head-hunter, Vodafone, Btech, VMLY&R – Freelance Headhunter, HR / Recruitment / Talent Acquisition Specialist & Facility / Office Coordinator

2012 – 2015 Sigma Kudos Hungary Ltd. – HR / Recruitment/ Talent Acquisition Specialist

2010 – 2012 UNISYS - EMEA HR Recruitment Specialist (fixed term contract for the project period)

2008 – 2010 NCR Global Services Centre Ltd. - EMEA Staffing Specialist (fixed term contract for the project period) 2005 – 2008 ProfiPower and Majer & Field Consulting - Senior HR Consultant

2001 – 2005 Diageo BSC Ltd. – 2003 -2005 Customer Spend Controller - 2001-2003 Facility Coordinator

### E d u c a t i o n

|  |  |
| --- | --- |
| 2009-2013 | ZSKF – Faculty of Human Resources Management (ongoing on correspondence course) |
| 2000-2004 | Medical University of Pécs, POTE – EFK Faculty of Physiotherapy |
| 1995-1996 | Lincoln High School, Rhode Island, USA |
| 1994-1999 | Városmajori High School |

**L a n g u a g e s**

English (fluent spoken and written)

German (intermediate spoken and written: lately not actively used) French (ongoing studies)

**O t h e r** Highly proficient in MS Word, Excel, Power Point, and SAP R4.6: SD module and transactions, Oracle PeopleSoft, ESS (Employee Self Service- PeopleSoft based HR application/system), Axapta, RIS, Windows 98/2000/XP/Vista/7/2010 and the Internet, Intranet, Outlook, Lotus Notes, GroupWise, MSRP, UNHCR live link, SharePoint, Revol Express billing software; Skies, Profiler candidate and position database and organizing/ management system.

### T r a i n i n g

Cafeteria 2009/2010 Training; Changes in fringe benefits from 2010 Training / NexonBér 2014

SHL – qualified/ CRM SAP

Recruitment & Selection Training, Interview Techniques Training, Self-Effectiveness Training

Introduction to Software Development (with modern programming paradigms) Training, Introduction to Software Usability Training Time management Training, Business development Training, Presentation Skills Training

Commercial Communication Training Mary Gober Training, Gober Method First Aid

### Curriculum Vitae

**Személyes adatok**

Név: **Judit Galambos**

Cím: 1036-Budapest, Pacsirtamező utca 11/a.

Mobil: +36-20-809-0997

E-mail: [judith.galambos@gmail.com](mailto:judith.galambos@gmail.com); [jucigalambos@gmail.com](mailto:jucigalambos@gmail.com) in: <https://www.linkedin.com/in/juditgalambos>

### Szakmai tapasztalat

* + Az emberi erőforrással kapcsolatos tevékenységek szervezése és lebonyolítása, AC-k szervezése, teljes körű adminisztrálása, adatbázisszűrés, jelöltek tesztelése, fejvadászat, interjúszervezés, interjúztatás, folyamatos kapcsolattartás a jelöltekkel, Social Media aktív használata
  + Különböző keresési és interjúztatási technikák alkalmazása, Hagyományos és kreatív toborzási módszerek alkalmazása
  + Nemzetközi toborzási és kiválasztási projektek szervezése, end-to-end lebonyolítása különböző szellemi és fizikaipozíciókra a Pénzügyi, IT, Mérnöki, Egészségügyi, Marketing/Sales, Logisztikai, HR/Irodai, Turisztikai, Kereskedelmi szektorban.
  + Különböző szektorbeli alkalmazottak felkutatása, kiválasztása, elhelyezése (teljes körű HR szolgáltatás nyújtása)
  + Aktív részvétel a HR folyamatok, stratégiák kidolgozásában, fejlesztésében, bevezetésében, azok adminisztrálásában, aktualizálásában.

Regionális szintű HR stratégia kidolgozása

* + A Munkavállalói ajánló program (Employee Referral Program), valamint a céges Intranet és a weboldal HR-rel kapcsolatos tartalmainak

teljes körű felügyelete, menedzselése, Belső kommunikáció erősítése

* + Az Employer Branding kialakítása
  + Munkavállalók be- és kilépésével kapcsolatos ügyintézés (az iroda vezetésének és a munkaügyi folyamatoknak a teljes körű

adminisztrálása, koordinálása, a vezetők rendszeres támogatása, folyamatos értesítése)

* + Pozíció leírások, álláshirdetések elkészítése, pozícióváltozások adminisztrálása, azok megjelentetése a nyomtatott és online médiában
  + Oktatás és képzés szervezése, munkatársak HR támogatása, új belépők orientációjának megszervezése
  + Külföldi kollégák számára, apartman, kocsi, vízum, munkavállalói engedély és egyéb hivatali ügyintézés, 1st point of contact
  + A HR és az irodai folyamatok naprakész adminisztrálása, koordinálása, statisztikák, riportok készítése
  + A vezetőség munkájának támogatása, Menedzsment felé riportok, statisztikák készítése, teljes körű munkaügyi adminisztrálás, jelenléti ívek, betegszabadságok, munkavállalói adatok nyilvántartás, adatbázis kezelés
  + Nyitott napok, rendezvények, csapatépítők és Értékelő központok (AC) rendezése, részvétel az állásbörzéken
  + A cég alkalmazottak utazásainak intézése, a szállás és jegyfoglalásokat beleértve
  + Az összes idetartozó vállalati szabályzat megírása, kidolgozása és bevezetése
  + A beszállítók megkeresése, árajánlatkérés, szerződéskötés, és rendszeres kapcsolattartást
  + Napi kapcsolattartás a tanácsadó cégekkel, külső jogi tanácsadókkal, munkaügyi kollegával, bérszámfejtő és egyéb partnerekkel
  + A cég adminisztratív támogatása, az iroda, valamint a recepció vezetése (Front és Back Office koordinálása)
  + Iroda, Recepció gördülékeny működésének elősegítése, felügyelete, vezetése
  + Folyamatokhoz kapcsolódó adminisztrációs feladatok ellátása
  + Ügyfelek magas szintű/ színvonalú kiszolgálása
  + Felmerülő napi gondok megoldása

### Munkahelyek

|  |  |
| --- | --- |
| 2016 - | Btech; Vodafone; VMLY&R - Szabadúszó Tanácsadó- Fejvadász / HR Specialista / Irodavezető; Facility & Office Koordinátor |
| 2012 - 2015 | Sigma Kudos Hungary Ltd. – HR / Recruitment Specialista / |
| 2010 - 2012 | UNISYS – Senior EMEA HR Recruitment Specialist (fixed term contract for the project period) |
| 2008 - 2010 | NCR Global Services Centre Ltd. – Senior EMEA Staffing Specialist (fixed term contract for the project period) |
| 2005 - 2008 | ProfiPower Kft. - Munkaközvetítő Ügynökség – Szenior HR Tanácsadó |
| 2001 - 2005 | DIAGEO – Multinacionális Shared Service Centre – 2003-2005 Customer Spend Koordinátor; 2001-2003 Facility (Office) Koordinátor |

**Tanulmányok**

2009 – 2013 ZSKF – Emberi Erőforrások Menedzsment szak (levelező)

2000 - 2004 Pécsi Orvostudományi Egyetem, PTE-EFK Gyógytornász szak 1995 - 1996 Lincoln High School, Rhode Island, USA (ösztöndíjas cserediák) 1994 - 1999 Városmajori Gimnázium

### Nyelvismeret

Angol (Tárgyalási fok, Folyékony-választékos beszéd és írás) Német (Középfokú ismeret-passzív)

Francia (passzív)

**Technikai ismeretek, Tréningek, Hobbik** Magas színvonalú MS Word, Excel, Power Point, SAP R4.6: MM Modul és tranzakciók, PDM/Sherpa, HMS, Clavis, Axapta, RIS, Windows 98/2000/XP/Vista/2007,2008, 2010 és az Internet, Intranet, Outlook, Lotus Notes, One Touch HR rendszer, Store Cashier Systems ismerete és használata. Vállalati Kommunikációs Tréning, Ügyfél Kapcsolattartási tréning, Prezentációs Tréning, Sales Tréning, Pszicho dráma, Joga.

Dear Hiring Manager!

I was informed about the job opportunity from [Github](https://github.com/JuditGalambos/jucigalambos-gmail.com), in which you are looking for experienced candidates for the **“HR / Recruitment,Talent Acquisition Specialist″** position.With my application, that you can find attached, I would like to demonstrate my interest in the job opportunity that is advertised by you. This position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that makes me a superb candidate. It’s clear from the job description that you wish to hire a versatile candidate who can handle the many facets of the role. Based on my experiences, I am certain that I would perform excellently in this role.

Regarding my previous assignments I can demonstrate a solid knowledge and wide range of experience in customer service, operations and facility, reception coordination, finance, sales, management and human resources tasks, and a mentality of a multinational environment. All the activities I have been carrying out during my professional life required a flexible, well-organized, precise, proactive and open-minded attitude.

The biggest experience I have gained is at the field of HR specialized in Recruitment and Corporate HR, Office Assistance/Management, IT, Facility, Reception, Help Desk, Customer Care Assistance, Marketing/Sales. In the past few years, I worked for different recruitment agencies and also had the chance to work for bigger Organizations as the UN, VMLY&R, H&M, Inditex, Vodafone, Sigma Kudos, Espell, UNISYS, Getronics; ABInBev, NCR Global Services and Diageo BSSC. Now I would like to stay and continue my HR & Recruitment, Administrative, Office/ Facility Management experience on the corporate side.

In my professional life I had the chance to be part of great projects where I had the chance to manage the whole recruitment and selection processes, in successfully hiring white- & blue-collar candidates for junior, senior, managing-directing, and other various positions. I was also responsible for all facility and office coordination-management related tasks.

During these projects, briefly I was responsible for the following tasks:

* Managing all delegated tasks in support of ongoing operations and service delivery
* Participate in the whole selection process, organizing Assessment Centers and open events, screen applicants, testing, interviewing, headhunting candidates, administrate all HR related process (end-to-end HR Recruitment and HR administration procedure)
* Using the latest resourcing tools and direct search methods to attract the top talents
* Find the best way to provide the most desirable, ideal company experience for the co-workers as well as for the visitors
* Own and develop the candidate experience, ensure that each candidate has an exceptional experience, regardless position offer happens
* Keeping regular contact with Recruitment-, Training agencies, - head-hunters, online advertising partners and Official organizations, assist in price negotiation, supervising contracts
* Responsible for preparing and advertising current positions in printed and online media
* Prepare daily reports for the management, and for the smooth run of the HR department
* Introduce and support implementing the new HR regulations and policies to the management team and to all of the employees
* Responsible for the whole Employee Referral Program (Introduce, manage, coordinate, administrate, etc.)
* Start finding different ways to build out the Employer branding of the organization
* Keep daily contact with employees and other internal & external clients, update and help them in HR related issues
* Provide professional HR consultancy and other support for colleagues including expats, about the Hungarian Labour Law and other indispensable information
* Be part of regional level HR activities, and deal with all HR related administration (e.g.: Compensation & Benefits, Recruitment, HR Services, training administration, Learning & Development, On-boarding and Separation services), Take major role to support developing the HR procedures
* Work closely with payroll agencies and with the labour college, execute monthly payroll calculations, Deliver the Entrance and Exit process in line with legal legislation and administrate all related processes smoothly in order to ensure efficient on-boarding of new joiners and leavers, update and administrate all related documents, contracts and data changes, timesheets, sick leaves, vacations and the cafeteria.

After leaving NCR I had the opportunity to travel around the east coast of Australia for a longer period of time and deepen my English knowledge a bit more. Currently - after successfully finishing my fixed term project at Btech, and Young & Rubicam Advertising Agency at Budapest, and working as a freelance head-hunter - I am available to start at my new challenging job immediately.

I've always been orientated in dealing with people and would appreciate to have the chance to use my English and improve my German and French knowledge during my communication with them. I would be primarily interested in a position where based on the experiences and knowledge gained so far, I could have new, interesting challenges and could further develop my professional and personal skills.

I hope that you will agree that I am the skilled, resourceful candidate you’re looking for. I anticipate explaining how my varied skillsets and abilities will benefit your organization. Please, be so kind and contact me at one of my accessibilities that you can find below, in case you would like to schedule an appropriate meeting time, or just in case, you see my interest and my professional background is not enough to fill this vacancy.

In closing, I would like to thank you for your time and attention and for considering my application, and I also hope to have the chance to discuss the opening with you in person.

Sincerely, Judith

+36-20-809-0997

**Curriculum Vitae**

# P e r s o n a l:

Name: **Judit Galambos**

## Address: 11/A Pacsirtamező street, 1036-Budapest, Hungary Phone: +36-20-809-0997

E-mail: [judith.galambos@gmail.com](mailto:judith.galambos@gmail.com); [jucigalambos@gmail.com](mailto:jucigalambos@gmail.com) in: <https://www.linkedin.com/in/juditgalambos>

# K e y s k i l l s a n d e x p e r i e n c e :

* In depth knowledge of the structure and the mentality of a Multinational Company (SSC as well)
* Great experience in solving problems within short term under pressure
* Specific expertise in keeping excellent contact with clients
* Excellent interpersonal and communication skills
* Rapid capability building: quickly adapts to new and challenging situations
* Capability in building strong client and colleague relationships

# P e r s o n a l c h a r a c t e r i s ti c s:

* Problem-solver, prioritizer, creative, pro-active, quick on the up-take
* Takes ownership for resolution
* Proactive in asking for extra tasks, talkative, friendly
* Good accuracy, speed, and attention to detail
* Good organizing capabilities
* Good team player, can ask for help and supports other when needed
* Takes ownership for delivering on promises
* Have sound judgment and keen insight into human nature

**E m p l o y m e n t his t o r y:**

**2016 – Present**

**Vodafone, Freelance Headhunter, and Young & Rubicam Budapest Kft. (VMLY&R).**

* Responsible for overall **white & blue-collar** recruitment and selection within the Hygienic, IT and Engineering, Finance, Logistics, Marketing/ Sales, HR, Tourism and in the Retail sector
* Taking care and responsible for the end-to-end Hygienic Project, coordinating labour conscription (searching, headhunting, recruiting potential candidates for and from the medical sector)
* Interacting with clients and understanding the requirements
* Coordinate HR transactions including new hires, compensation changes, status change request forms, and handling employee transfers and exits
* Creating and Maintaining HR database of prospective candidates and employees, ensuring that data is 100% accurate for all employees
* Accurate maintenance of all employee files, both for existing and past employees
* Sourcing talent through Job portals/ social media/ private network and database
* Referring Internal Database, Employee referrals etc.
* Headhunt, search, interview, test and hire for various positions
* Scrutinizing, rescreening, short-listing candidate
* Providing complete, accurate, and inspiring information to candidates about the company and position
* Scheduling & coordinating the interview between Candidate & Client
* Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients
* Taking feedback after interview
* Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports, Produce weekly and monthly global HR reports
* Schedule training courses, preparing course materials where required
* Job Porting & Bulk Mailing
* Execute payroll related administration; prepare all data required for the payroll, taxation, etc.
* Run and support the Front Office and Back Office by delivering administrative support, and by organizing a quality reception environment which projected the desired corporate image to our internal and external visitors
* Office Management
* Organize company events

# 2012-2015 Sigma Kudos Hungary Ltd. HR/ Recruitment Specialist

* Responsible for the company’s entire HR activities (organize, coordinate, assist, administrate)
* Manage all (end-to-end) recruitment/selection procedures
* Contacting and updating the chief management on a daily base about the HR / Recruitment progresses/processes
* Taking active part in creating and improving recruitment policies and practices
* Prepare tests, and other recruitment supporting tools to ensure the smooth run of the selection procedures within the company
* Responsible for the Employee Referral Program
* Searching, Headhunting, Interviewing (phone IV as well), Hiring candidates
* Organizing advertisements and job fairs, special company events like Innovation Day, responsible for training procedures
* Maintaining contact with main Universities
* Keeping contact with employees, agencies, and other internal and external clients of the company on a daily base
* Provide professional HR consultancy for colleagues as well as for candidates
* Checking incoming HR related invoices
* Organizing work and residency permits with the outsourced company
* Administrating employment related files
* Prepare reports for the Management
* Company branding /HR marketing/ Social Media.
* Office Management
* Responsible for all company related events

# 2010 - 2012 UNISYS Global Services Hungary (SSC)

**Senior EMEA HR Recruitment Specialist (fixed term contract for the project period)**

* Manage the end–to-end recruitment/selection procedure;
* Dealing with general HR processes, planning and building up HR Strategy
* Taking active part in creating and improving recruitment policies and practices
* Manage international, overseas HR strategy telephone and video conferences
* Responsible for the Employee Referral Program
* Responsible for new joiners, coordinate on-boarding - and off-boarding procedure
* Monitoring and follow-up on candidate status according to SLAs
* Keeping contact with employees, hiring managers, agencies, and other internal and external clients of the company on a daily base
* Organizing ACs and interviews, interviewing candidates (SHL certified)
* Organizing advertisements and job fairs, responsible for training procedures
* Maintaining contact with main Universities
* Preparing offers and employment contracts, maintain all employment related data
* Preparing reports and KPIs
* Checking incoming HR related invoices
* Organizing work permits with the outsourced company
* Administrating employment related files
* Prepared reports for the Management
* Company branding /HR marketing

# 2008 - 2010 NCR Global Services Centre Ltd.

**Senior EMEA Staffing Specialist (fixed term contract for the project period)**

* Manage the end–to-end recruitment/selection procedure; search, interview, test and hire around 130 It /Engineering, and financial professionals from graduate level up to managing/ directing positions to the newly established support centre; help implementing global processes into the new SSC
* Support & update the management and the global HR team on the whole selection and other HR processes
* Assist in building up the HR strategy for recruiting, and administrate all HR related matters
* Keep daily contact, with HR agencies, regular contact with the payroll agency, cooperate with external training suppliers, liaise with Law firms and other Official Organizations,
* Deliver the Entrance and Exit process in line with legal legislation, administrate and coordinate all related processes including data changes, contracts, cafeteria, company benefits, timesheets, sick leaves, vacations; also prepare reports for the monthly payroll and execute the monthly payroll calculations, smoothly handling HR related-, candidate & employee database/personal files, in order to ensure efficient on-boarding of new joiners and existing colleagues
* Keep contact with employees and other internal and external clients of the company on a daily base; support them in HR related issues and other various types of queries by delivering professional 1st point of HR consultancy
* Provide help for foreigner colleges about the Hungarian Labor Law, and other important information
* Organize Open events, Workshops, Trainings and Assessment Centers, participate on Job Fairs, and arrange student meetings at universities
* Prepared reports for the Management, and for the smooth run of the HR department

# 2005- 2008 ProfiPower and Majer & Field Consulting Senior HR Consultant

* Managing and administrating the whole recruitment process (Responsible for overall white & blue-collar recruitment and selection) within the IT and Engineering, Finance, Logistics, Marketing/ Sales, HR, Tourism and in the Retail sector
* Induction of cafeteria system into the organization
* Hold trainings for university graduates about multinational companies, job market, etc.
* Participate in Assessment Centers (SHL certified AC coordinator)
* Prepare candidates for interviews by providing them detailed information about business strategy, job descriptions, and expectation; give feedback about their performance
* Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview
* Co-ordinating with the company and with candidates after company selects the candidate
* Participate on Job Fairs
* Take senior part in big projects
* Building up good relationships with new clients
* Business development; Cold calling companies to generate more business for the recruitment agency

# 2001– 2005 Diageo BSC Ltd.

**2003-2005 Customer Spend Controller**

* My role was to provide finance support to all migrated markets, managing all Customer Spend (e.g.: Advertising and Promotional,

CRC, cloaking) spend within the sales ledger for Diageo’s European Business in the SAP system operated by DBSC

* Also building up and maintaining relationships with Customer, Sales teams and Finance in the Diageo’s European Companies, and

Credit Control teams in DBSC

* Prepare reports, statistics, for the Management, and for the smooth run of the HR department

# 2001-2003 Facility Coordinator

* My role was to run and support the Finance & Operations Department by delivering administrative support, and by organizing a quality Reception environment which projected the desired corporate image to our internal and external visitors
* Managing the general functions of the office and the smooth run of the Front-office
* Managing all delegated tasks in support of ongoing operations and service delivery
* Keep contact with the office’s suppliers, checking all related invoices, responsible for the administration and for the payments of the approved invoices.
* Organize and manage all office related procurements like stationery, furniture, office plants, mobile phones, etc.
* Ready to manage any Additional Ad hoc requests

# E d u c a t i o n

2009-2013 ZSKF – Faculty of Human Resources Management

2000-2004 Medical University of Pécs, POTE – EFK Faculty of Physiotherapy 1995-1996 Lincoln High School, Rhode Island, USA

1994-1999 Városmajori High School

# L a n g u a g e s

English (fluent spoken and written)

German (intermediate spoken and written, lately not actively used) French (ongoing studies)

# O t h e r

Highly proficient in MS Word, Excel, Power Point, and SAP R4.6: SD module and transactions, Oracle PeopleSoft, ESS (Employee Self Service- PeopleSoft based HR application/system), Axapta, RIS, Windows 98/2000/XP/Vista/7/8/2010 and the Internet, Intranet, Outlook, Lotus Notes, GroupWise, MSRP, UNHCR live link, SharePoint, Revol Express billing software; Skies, Cashier Systems, Profiler candidate and position database and organizing/management system.

# T r a i n i n g

* NEXONBér 2014 training
* Cafeteria 2009/2010 training
* Changes in fringe benefits from 2010 training
* SHL – qualified/ CRM
* SAP
* Excel
* Recruitment & Selection Training
* Interview Techniques Training
* Self-Effectiveness Training
* Time management training
* Business development Training
* Presentation Skills Training
* Commercial Communication Training
* Mary Gober Training, Gober Method
* First Aid