

# Pamela Karkosz

Senior Sourcing & Recruitment  
Partner in IT

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## About Me

My professional path has always been based on human contact and I am motivated to further develop my competency in the IT recruitment niche. Currently, I am looking for a company that is characterised by modern and agile principles and uses best practises to ensure great candidate experience. Having strong experience with agency recruitment model, I am looking for a renowned company where I can make use of my skills.

## Skills & Abilities

- Sourcing: Boolean search, X-ray search, direct sourcing, LinkedIn Recruiter, Github
- Focus on Candidate Experience
- Conducting pre-screen interviews in multinational environment
- Building network of professional contacts
- Outstanding results in target-driven environment
- Knowledge of modern recruitment processes and strategies
- Familiar with programming languages, frameworks, and tech-stacks currently used
- English B2, written and spoken

## Work Experience

### • Senior Sourcing Partner / IT Recruiter Hays Poland | 05.2023-now

- Building an IT Talents database using direct search methods
- Hosting final-stage-meetings for client's hiring managers and candidates
- Preparing reports & recommendations for clients
- Providing candidate support during the end-to-end recruitment process
- Employer branding activities in social media
- Conducting interviews
- Presenting & negotiating offer details
- Creating relations with passive and active candidates
- Posting job descriptions/offers
- Communication with account managers
- Delivering great results for key recruitment projects under time pressure
- Recruitment for mid/senior IT and Leadership roles connected with: Java, DevOps, Salesforce, SAP, BI, Risk Management etc.

## **IT Researcher/Recruiter**

**NATEK Poland | 10.2022-04.2023**

- Sourcing and headhunting international talents for various IT-related positions (e.g. Java devs, IT Architects, System/Business Analysts)
- Conducting phone pre-screen interviews to verify and select the best candidates
- Mapping the IT market
- Building relations with candidates, recruiters and account managers
- Updating ATS and internal trackers
- Job advertising, improving presence in social media, building network of candidates

## **Finance & Accounting Process Junior Specialist**

**Capgemini | 06.2022-10.2022 | US client**

- Providing services for US-based client
- Keeping internal databases updated
- Navigating SAP system
- Financial data processing
- Accounting documentation analysis
- Preparation of account statements, payment reminders and proposals to customers
- Responding to client and vendor queries
- Daily contact with suppliers regarding status of invoices and payment details

## **Pharmaceutical Technician**

**ZIKO | 04.2016-06.2022**

- Achieving set sales targets
- Face to face customer service
- In charge of preparation, confirmation and verification of orders
- Responsible for handling invoice and corrections processing
- Conducting inter-warehouse transfers and monitoring stock availability
- Working with the use of database of clients' details

## **Pharmaceutical Technician**

**Dr Max | 09.2015-03.2016**

**Medicus | 09.2013-08.2015**

# ***Education***

**SWSM in Katowice**

**2020 - 2023**

**Cosmetology**