

Maksym Musiak

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🇺🇦 Ukrainian (Native), English (B2), Polish (Fluent)

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Summary

Motivated HR Specialist with 1+ year of experience in full-cycle recruitment and talent acquisition. Skilled in sourcing, interviewing, and onboarding candidates across different levels (from junior to mid). Experienced in working with CRM systems, job boards, and international platforms such as LinkedIn and Upwork. Strong background in client communication and team collaboration, developed during previous role as Sales Manager. Passionate about building long-term partnerships, improving hiring processes, and ensuring strong culture fit.

Experience

Recruiter / HR Specialist

Insayders IT company | 2023 – 2024

- Full-cycle recruitment: sourcing, screening, interviewing, onboarding.
- Managed positions from junior support to mid-level roles.
- Worked with CRM systems, job boards, and recruitment analytics.
- Conducted online interviews with international candidates (LinkedIn, Upwork).

Sales Manager (B2B, B2C)

Insayders IT company | 2022 – 2023

- Client acquisition on Ukrainian and international markets (Upwork).
- Negotiations, presentations, and commercial proposals.
- Supported projects and coordinated communication between clients and teams.

Education

Lviv Polytechnic National University (from 2024)

Hard Skills

- Full-cycle recruitment
- Interviews & onboarding

- CRM (Zoho, HubSpot)
- LinkedIn & Upwork sourcing
- Job boards, Boolean search
- Market & competitor analysis
- Reporting & recruitment analytics

Soft Skills

- Communication & empathy
- Critical thinking
- Time management
- Creativity
- Mentorship & support

Certifications

- Sales and Negotiation Techniques (2024)
- Upwork Freelance Platform Course (2024)
- Basics of Recruitment & HR Analytics (2024)