



Name: Ana Antunes

Position: HR | Recruiter

Languages: Português, English, Espanhol

Location: Lisbon, Portugal

Phone:

Email:

Whatsapp:

Best Reached:

Start:

Holidays Booked:

Ana is a native Portuguese speaker with full professional proficiency in English and professional working proficiency in Spanish. She is currently a Technical Recruiter at Reloading® in Lisbon, Portugal. Ana has a rich background in talent acquisition, having transitioned from psychology to recruitment, where she leverages behavioral science to enhance recruitment strategies. Her expertise includes employer branding, onboarding, team coordination, and administrative support, both in-person and remotely. Ana is experienced with platforms such as Salesforce, SAP SuccessFactors, and LinkedIn Recruiter. She holds certifications in SHL and OPP, which add depth to her candidate evaluation and communication skills. Ana is known for her empathy, organization, and precision in managing multiple roles and improving candidate experiences.

Work Experience

Apr 2024 – Oct 2024

Technical Recruiter @ Reloading®

- Responsible for sourcing and recruiting technical talent.
- Conducted structured interviews and assessments.
- Collaborated with hiring managers to understand hiring needs.

Nov 2023 – Apr 2024

IT Talent Acquisition @ Stellaxius

- Managed IT recruitment processes during maternity leave cover.
- Utilized LinkedIn Recruiter and other platforms for candidate sourcing.

Jan 2022 – Sep 2023

Talent Acquisition Coordinator @ Human2Human

- Coordinated recruitment activities and managed candidate pipelines.
- Implemented employer branding strategies.

May 2021 – Sep 2023

Talent Acquisition Specialist @ EDP Global Solutions RPO

- Specialized in sourcing and selecting top talent for various roles.
- Conducted personality-based assessments.

Feb 2020 – Sep 2023

Human Resources Consultant @ EDP Global Solutions RPO

- Provided HR consulting services and supported talent management.
- Developed and implemented HR strategies and initiatives.

Jun 2018 – Jun 2019

Human Resources Intern @ EDP

- Assisted in HR operations and recruitment processes.
- Supported employee onboarding and training programs.

Oct 2016 – May 2017

Psychology Internship @ República Portuguesa - Justiça

- Conducted psychological assessments and provided support services.
- Worked with the Direção Geral de Reinserção e Serviços Prisionais.

Education

Master of Science - MS, Clinical Psychology, ISPA - Instituto Universitário (2015 - 2017)

Bachelor of Science - BS, Social Sciences, ISPA - Instituto Universitário (2011 - 2015)

Additional Information

- Employer Branding
- Applicant Tracking Systems
- HR Consulting
- Salesforce
- SAP SuccessFactors
- LinkedIn Recruiter
- Talent Management Best Practices with SAP SuccessFactors
- Personality and Ability Assessment Training
- Health and Safety Training Course
- Certified Member (CM)
- People Analytics and Evidence-Based Management