

Curriculum vitae

Stepan Dumenko

Date of birth: **August 14, 1997**

Citizenship: **Ukrainian**

Place of residence: **Wrocław, Poland**

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Work Experience

07.2017 - 02.2018

Junior specialist in recruitment and coordination of temporary employees

Staffin Sp. z o. o. (Transline Group Sp. z o.o.), Wrocław

- independent coordination of recruitment projects;
- supporting employees in current matters;
- keeping employee records;
- control of the legality of stay and work of foreigners;
- organization of transport and finding accommodation for temporary employees;
- conducting initial occupational health and safety training;
- acquiring candidates using various tools;
- systematic reporting of work results;
- cooperation with other departments of the company.

02.2018 - 06.2018

Specialist in recruitment and coordination of temporary employees

Axialus S.A., Wrocław

- acquiring candidates for various production positions, including qualified ones;
- cooperation with recruitment partners from countries such as Ukraine, Georgia, Belarus in the recruitment of temporary workers;
- representing the company before employment offices, obtaining declarations of entrusting work;
- coordinating temporary workers;
- keeping employee records;
- control of the legality of stay and work of foreigners;
- participation in meetings, employee trainings at the company's clients;
- reporting work results.

06.2018 - 06.2020

Specialist in recruitment and coordination of temporary employees

Pago HR Sp. z o.o. Sp. k., Wrocław

- searching for candidates for production, construction and logistics positions, including qualified ones;
- cooperation with recruitment partners from countries such as Ukraine, Georgia, Belarus in the recruitment of temporary workers;
- representing the company before Labor Offices and Voivodship Offices;
- coordinating temporary workers;
- keeping employee records;



Languages

- **Ukrainian** - native
- **Polish** - C1
- **Russian** - C1
- **English** - A2

Skills

- Microsoft Office;
- team management experience;
- knowledge of regulations regarding the legality of stay and work of foreigners in Poland
- independence in solving problems;
- resistance to stress;
- ability to work under time pressure;
- teamwork;
- process improvement;
- work with HR systems - Enova 365, HRappka
- website management in Wordpress, phpMyAdmin, VScode.
- Git/Github

Courses / certificates / authorizations

- **Employment of foreigners in Poland 2022**
- **Driving license. B from 2017**
- **Occupational Health and Safety**
Periodic training for persons performing the tasks of the OHS service
- **HRappka administration training**
Program dedicated to support Employment Agency

- control of the legality of stay and work of foreigners;
- participation in meetings, employee trainings at the company's clients;
- organization of accommodation for employees;
- ongoing monitoring of the condition of accommodation facilities, reporting faults;
- reporting work results.

06.2020 – currently

Head of the recruitment and coordination department of temporary employees

Pago HR Sp. z o.o. Sp. k., Wrocław

- negotiating the terms of cooperation with the company's clients;
- preparation of valuation and submission of offers, based on market analysis;
- implementation of coordinators at the start of projects;
- recruiting for internal positions;
- ongoing supervision over the team's work, analysis of results in order to improve the effectiveness of recruitment, improve the quality of services provided;
- administration of the foreigner service system - HRappka;
- ongoing care and maintaining relations with the company's clients.

Education

12.2022 – currently

Frontend developer

Dan IT Education, remote learning

09.2021 – 02.2023

Occupational Health and Safety

Terranova, Wrocław

12.2021

Training Employment of foreigners in Poland in 2022

National Tax Chamber

11.2017

Occupational Health and Safety

Periodic training for persons performing the tasks of the OHS service
Pavol BHP, Legnica

09.2012 – 07.2015

Prawo

National University "Odessa Law Academy", Odessa (Ukraine)

09.2011 – 06.2012

Law

Bukovina minor Academy of Sciences, Czerniowce (Ukraine)

Characteristics

- Reliability
- Accuracy
- Availability
- Self-organization
- Self-discipline
- Responsibility
- Communicativeness
- Flexibility

I consent to the processing of my personal data for the purposes of the recruitment process (in accordance with the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (RODO).