# ANGELINA VASYLIEVA

## IT RECRUITER
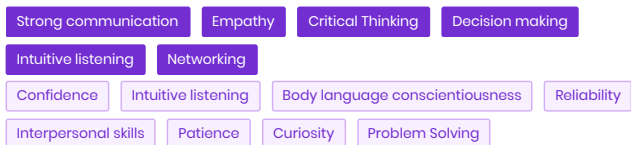
Ukraine, Kyiv
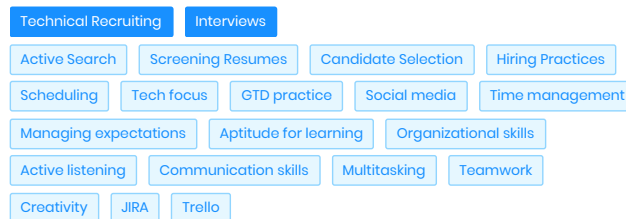telegram: a_vasylieva

**My passions are — recruiting, cognitive biases and anthropology.**

## Soft skills

Strong communication · Empathy · Critical Thinking · Decision making
Intuitive listening · Networking
Confidence · Intuitive listening · Body language conscientiousness · Reliability
Interpersonal skills · Patience · Curiosity · Problem Solving

## Hard skills

Technical Recruiting · Interviews
Active Search · Screening Resumes · Candidate Selection · Hiring Practices
Scheduling · Tech focus · GTD practice · Social media · Time management
Managing expectations · Aptitude for learning · Organizational skills
Active listening · Communication skills · Multitasking · Teamwork
Creativity · JIRA · Trello

## Work experience

### Jan 2019 - now

**KIT/CODE/**

**IT Recruiter**

- Discussion of requirements with hiring managers;
- Writing job descriptions and posting them on job sites;
- Sourcing, screening and hunting candidates for the vacancies of different departaments: Development teams, Marketing, HR, SEO, Support, Call-centre, Administrative, Finance, Legal department, Payment system; levels: from junior till tech lead/lead and Top level positions;
- Active work with: LinkedIn, social networks, job search sites. The constant search of new search tools;
- Communication with candidates;
- Conducting interviews;
- Organization of interviews, counseling candidates about working conditions;
- Support of all stages of the consideration;
- Control candidate's probation period;
- Reports and analytics;
- Maintaining a database of candidates;
- Introduction to the course of work of new recruiters.

LinkedIn · Job sites · Jira · Trello · Clever Stuff ATS · Zoom

### Nov 2017 - Dec 2018

**Undisclosed - IT Product company**

**IT Recruiter**

- Discussion of requirements with hiring managers
- Writing job descriptions and posting them on job sites
- Sourcing, screening and hunting candidates for the vacancies of different departaments: Development teams, Marketing, SEO, Support, Call-centre, Administrative, Finance and Legal department
- Directions: AngularJS, React.js, HTML Developer, PixiJS, Wordpress Developer, QA Manual, QA Automation, PHP (Symfony, Laravel), Media buyer, Affilate Manager, Product manager, SEO specialist, Linkbuilder, Content Manager, Copywriter, Support specialist, Call center operator, Administrative positions, Accountant, International lawyer; levels: from junior till tech lead/lead;
- Active work with: LinkedIn, social networks, job search sites just for IT professionals. The constant search of new search tools
- Communication with candidates
- Conducting interviews
- Organization of interviews, counseling candidates about working conditions
- Support of all stages of the consideration
- Control candidate's probation period
- Reports and analytics

Job sites · LinkedIn · Jira · Trello

### Jul 2017 - Nov 2017

**KING'S CHOICE**
IT Recruitment agency

**IT Recruiter**

- Sourcing and screening candidates for the vacancies of different directions and levels: IOS, Android, AngularJS, React.js, Java, C#, .Net, BA, QA, QA Automation, PHP, PM, Product manager
- Reports and analytics
- Communication with candidates by phone/skype/mail
- Conducting skype interviews
- Organization of interviews, counseling candidates about working conditions
- Support of all stages of the consideration
- Control candidate's probation period

## Aug 2015 - Jul 2017

**HuntME**

### IT Recruiter / Team Lead

- Team Leading of 3 persons
- Creating a training program for new staff and training them
- Reports and analytics
- Search and interviewing candidates throughout Ukraine for the Ukrainian and foreign IT companies
- Holding meetings
- Search for suitable candidates for the vacancies of different directions and levels: JS, Java, C#, .Net, BA, QA, QA Automation, PHP, PM
- Active work with: LinkedIn, social networks, job search sites just for IT professionals, sites on employment. The constant search of new search tools
- Communication with candidates by phone / skype / mail
- Conducting a phone/skype interviews
- Organization of interviews, counseling candidates about working conditions
- Support of all stages of the consideration
- Control candidate's probation period

# Education

## 2010 - 2015

**Uzhhorod National University (UzhNU)**          Master's Degree, Ukrainian Philology