DETAILS

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Novi Sad
Serbia

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EMAIL
jelena.jelenarakic@gmail.com

DATE OF BIRTH
29.01.1992.

LINKS

LinkedIn

Skype

Facebook

SKILLS

Recruitment strategy

Candidate sourcing

Screening and
interviewing

Employer branding

Excellent knowledge of the
IT industry market

LANGUAGES

English

PROFILE

Experienced full-cycle Recruiter passionate about connecting IT, software developing, creative, and digital marketing professionals with companies looking for the best candidates. Proactive approach, extraordinary networking skills, and a desire to bring more values as a team member are my framework for success.

EMPLOYMENT HISTORY

Talent Consultant, Seavus
Sep 2020 — Present

- Managing the recruitment life cycle
- Using all recruitment tools: CRM, Social media profiles, Job platforms
- Partnering with hiring managers to determine staffing needs
- Completing timely reports on employment activity
- Screening resumes
- Performing in-person, phone and Skype interviews with candidates
- Negotiate with candidates
- Active participation and presence on social media and in various IT communities
- Promote the Referral program
- Maintain in-depth knowledge of employment trends, job seeker behavior, sourcing strategies, and labor market analytic
- Build big and various network in the IT community, sustaining an active pool of candidates with different expertise
- Communicating employer information and benefits during the screening process

Technical Recruiter, WebSelenese   Freelance
Mar 2020 — Present

- Sourcing for remote positions worldwide (content managers, email marketing strategist, software developers, data annalists...)
- Combining online methods such as is Boolean searches with LinkedIn Recruiter, and different online hiring platforms to get the top candidates
- Follow-up communication with candidates in the selection process
- Conducting screening interviews over Skype/Zoom
- Providing reports on recruitment metrics

INDUSTRY: *Writing & Editing, Marketing, Design, Web Services, Technology*

Technical Recruiter, DUAL GmbH   Freelance
May 2019 — Mar 2020

- Performed full life-cycle recruitment, including sourcing, screening and interviewing candidates, mostly IT positions
- Sourced candidates through networking, direct approach, advertising/branding, referrals, IT-specific channels
- Prepared job advertisements to target proper candidate pool
- Researched job requirements to create appropriate qualification questions
- Maintained the HR database of employees
- Developed remote onboarding program

INDUSTRY: *Software development, Project* Management*, eCommerce, Sales & Business Development*

Social Media Manager, Aspect Communications
Feb 2019 — May 2019

- Copywriting
- Worked with promoted content in Facebook Ads Manager
- Identified a target audience for different clients based on their services, values, and brand
- Created social media calendars
- Created complete marketing campaigns for a flower shop and door selling company
- Conducted market and competition analysis

INDUSTRY: *Digital Marketing, Advertising*

HR Consultant, Non-formal Education Center "Atelje"
Nov 2017 — Oct 2018

- Organized psychological workshops (Conflict management, Time management, Assertive communication, Teamwork)
- Served as a point person for orienting new members
- Improved individual and team performance through individual and group meetings
- Increased the number of workshop attendants through networking and promoting on social media

INDUSTRY: *NGO*

EDUCATION

MA in Psychology, Industrial/organizational psychology, Faculty of Philosophy, UNS
Novi Sad
Nov 2016 — Feb 2018

Master Thesis

Activism among graduates in looking for their first professional job

COURSES

Organizational Transactional Analysis - Psihopolis Institut

Assertive Communication - TIM Centar

Time management - LinkedIn Learning

Professional Scrum Foundations - Udemy

SOFTWARE & TOOLS

Google Suite

Slack

Trello

Asana

LinkedIn Recruiter

Facebook Ads Manager