

# Elena Trencheva

## Talent Operations Manager

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### Professional Experience

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2016 – present Skopje, Amsterdam, London	<b>Talent Operations Manager</b> <i>The Big Search / Tomato Talent</i>  Apr 2019 - Oct 2019 <ul style="list-style-type: none"><li>Coordinator at Revolut (via Tomato Talent / The Big Search)</li></ul> Member of the RPO team supporting the fastest growing UK FinTech company - Revolut by helping the company to build and scale their team; managing clients' and consultants' calendars and leading talent acquisition candidate; maintenance and organization of candidates' data in CRM/ATS; preparation of creative recruiting e-mail campaigns and analysis of their effectiveness; CV screening and filtering applicants for the job openings.  Feb 2016 - present <ul style="list-style-type: none"><li>Talent Acquisition Consultant at Tomato Talent / The Big Search</li></ul> Working on coordination (data entry in CRM/ATS, preparing and sending campaigns, scheduling meetings) for numerous executive positions; on boarding the new internal hires; crafting and updating Job Descriptions and other documents as needed.
2010 – 2019 Skopje	<b>Freelance Translator</b> <i>Makedonika Litera / Makedonska Rech</i> Translating books from English, Serbian and Croatian languages in Macedonian language.
2015 – 2016 Skopje	<b>Curator</b> <i>SIA Gallery</i> Planning and organizing exhibitions of various art works; preparing documentation and data for Art Fairs; experience in WordPress and InDesign in order to promote Gallery activities.
2007 – 2014 Skopje	<b>Curator and Freelance Researcher</b> <i>Different Projects</i> <ul style="list-style-type: none"><li>Co-curator and Researcher on various projects in the field of Arts</li></ul> Constructing narratives; collecting and sorting content; writing text and translating; planning and working with the web developer; organizing and planning the in situ research; archiving and processing data; conducting contacts with institutions.

### Education

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2007 – 2012 Skopje	<b>MA in History of Art</b> <i>Institute of History of Art and Archaeology, University SS Cyril and Methodius</i>
2000 – 2005 Skopje	<b>BA in History of Art and Archaeology</b> <i>Institute of History of Art and Archaeology, University SS Cyril and Methodius</i>

## **NON-FORMAL EDUCATION [workshops and conferences]**

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2014  
Skopje                      **Workshop for girls “Ruby on Rails”, by Rails Girls Skopje**

2012  
Skopje                      **Workshop “Curatorial Exchange”, by Press to Exit Project Space**

2012  
Trondheim                **Conference 3rd Visual Culture in Europe Meeting, by NTNU, Trondheim, Norway**

## **Languages**

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| • English - Full professional proficiency | • Croatian - Full professional proficiency | • Serbian - Full professional proficiency |
| • French - Limited working proficiency    | • German - Elementary proficiency          |   |