**Dana Kedem**

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#### Professional Experience

**01/2018 onwards**: **Global Recruitment Leader, Amdocs**

- Leading & managing the recruitment, hiring and onboarding processes end to end, providing a

professional and positive process.

- Hands on recruitment for technology positions at all levels, including sourcing, interviews,

consulting to hiring managers, background check, referrals, negotiating and contracts.

- Partnering closely with hiring managers, HR business partners & leaders in the business units to

ensure successful hire.

- Establishing and maintaining meaningful relationships with key cross-functional stakeholders.

- Attracting qualified candidates by various innovative sourcing channels.

- Experienced in local and global recruitment (Israel, EMEA, North America etc.).

- Strong vendor management skills, ongoing effective communication, feedback and training.

- Conducting multiple business relationships with internal & external interfaces.

- Proactive approach and driven by high achievements: quality, quantity, time to hire and cost, in a dynamic fast paced and large scales environment.

- Ongoing KPIs analysis, improvement and development of the recruitment process.

**2015-2017: Technology Recruitment leader, Technology Division, Discount Bank**

- Leading In-House full life cycle technology recruitment process of the Technology Division.

- Partnering with hiring managers, department managers and senior executives.

- Conducting face to face in-depth frontal interviews for technology candidates at all levels.

- Accompanying and consulting to senior managers while being an important

factor in decision making.

- Sourcing through multiple recruitment sources (social networks; LinkedIn, Facebook,

Contractors, referral, sourcing campaigns etc.)

- Sharp diagnosing of candidates in both technical and personal skills in order to find best matches.

- Creating staffing work procedures and leading recruitment projects at very high professional standards.

- Conducting and analyzing personality, skills and reliability testes of candidates.

- Managing recruitment budgets, HR and negotiation contracts.

- Accompanying integration of new technology employees in the organization

- Dynamic and creative talent recruiting, high goals achievement while working at high standards.

**2011-2015**: **Technology** **Recruiter, Taldor – Leading IT Company**

- Leading technology jobs recruitment processes (software, hardware, information

Systems, testing, infrastructure)

- Professional sourcing and filtering resumes, performing telephone and frontal interviews.

- Performing depth frontal interviews, candidates diagnosis and recommendations check.

- Guiding candidates from the initial interview to the signing of the contract.

- Recruiting through **social networks** web 2.0**, LinkedIn (premium account)** and Facebook,

Also GitHub, Meetup, Stack overflow etc.

- Working with placement agencies and various recruiting sources including referrals.

- Advising and supporting managers and internal plus external interfaces through

the organization recruitment process.

- Experience and thorough knowledge in technological fields, recruiting a variety of technical positions in the organization.

- High diagnostic ability, ability to work under pressure and multi-task, high goals

achievement, excellent human relations skills.

**2009-2011**: **Staffing** & **Placement HR Recruiter, Nationwide placement company**

- Sorting, diagnosing, job placing and recruiting to various companies and leading organizations.

- Advertising Jobs, professional screening resumes.

- Performing telephone and frontal interviews, candidates diagnosis and writing reviews.

- Marketing and selling jobs to candidates in a variety of fields.

- Guiding candidates throughout the recruitment process including preparations

for interviews and assessment centers

- Account managing large customer portfolios, expanding activities and increasing sales.

- Conducting direct activities on a daily basis along with other recruiting coordinators

and managers in various organizations.

- Treating employees including human resources, labor law issues and signing contracts.

- Proven sales orientation, high goals achievement, high diagnostic ability and tasks execution capacity.

**2006-2009: Service & operation representative, "Alljobs", leading job search website**

- Handling customer ongoing inquiries at a leading website in its field.

- Exploring different content worlds: high-tech (including technical terms), finance, sales and more.

- Providing guidance, counseling and professional training for job seekers at the search process.

- Entering job ads to the website from various other websites, national newspapers, local newspapers and placement agencies.

- Selling subscriptions and exposing users that haven't yet registered for the service.

- Service and sales oriented, assertive, dynamic, high oral and written expression,

high achievement motivation along with a very sharp and fast learning.

#### Education

**BA, Behavioral Science and Management, College of Management, Rishon Lezion. 2006-2009**

Specialization in management and human resources.

#### Computer skills

Office software: Word, Excel, PowerPoint and Outlook.

Information systems: IQN, Engage, WH, HumaNet, CVNeto, LinkedIn and Facebook.

#### Languages

Hebrew: Mother tongue.

English: Excellent.