

Blanka Vasickova

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Objective

To obtain a position in Human Resources area where my skills and knowledge in human resources management and practices can be applied.

Education

New York University - New York, NY

02/2013-05/2014

Human Resources Management - Certificate program

Masaryk University, www.fss.muni.cz - Brno, Czech Republic

Graduated 2008 Bachelor Degree in Sociology and Philosophy

Dissertation: Comparative research analyzing the differences between attitudes of the majority population in Ostrava and in rural areas of Ostrava toward Roma people.

Professional Experience

General Intern for HR office

Episcopal Social Services (ESS) - New York, NY

09/2014-Present

- Assist HR team with all recruitment functions and processes.
- Conduct reference checks and background investigation
- Review resumes using Resumator and determine match between candidate and existing job vacancy.
- Conduct preliminary telephone interviews and schedule appointments
- Represent ESS at recruitment events.
- Assist HR department with clerical duties such as filling, faxing and photocopying.

Project Administrator

10/2011-12/2014

AMC United, Inc. - Paterson, NJ

- Daily cooperation with project manager
- Scheduling appointments
- Screening and interviewing new candidates
- Preparing construction projects from its initiative stage to the final one which includes personal communication with inspectors and subcontractors.
- Helping project manager with complete preparation for the project (materials, labor, permits and other tasks essential for executing the job).

Call Center Associate

01/2010

01/2009-

Citibank Europe plc. - Brno, Czech Republic

- Processed client's requests and carried out bank transactions at the behalf of international costumers.

Assistant Project Manager

01/2008-01/2009

Institute of Biophysics AS CR - Brno, Czech Republic

- Preformed Web research related to project needs and translation services
- Created client contacts database
- Maintained and updated company Websites in HTML format
- Invited sector experts to International Conferences
- Coordinated conferences and other events

Skills

- Deep knowledge and understanding in human resources practices and techniques such as talent acquisition, recruiting, employee retention strategy, communication, compliance, compensation plans and benefits, labor relations, and employment laws including regulations and guidance enforced by EEOC
- Experienced project administrator

- Experienced customer service representative
- Experienced coordinator of conferences and event planner
- Detail oriented, great organizational skills, high-driven, a team player
- Excellent Computer skills including the Microsoft Office suite, SPSS and Resumator.