

# Ramona Ioana Ungur

*Staffing And Talent Coordinator*

I have dedicated my career finding and developing talents. I have partnered with leaders in designing, leading and implementing staffing and talent strategies that delivered results and created long term value. I am passionate about learning and assisting others discover themselves, learn and grow.

## Personal Info

### Address

Aluminei Street No 37 A  
Oradea, Romania, 410303

### Phone

0040724258105

### E-mail

ramo\_ungur@yahoo.com

## Skills

Creative vision

Team management

Leadership

Synthesis capacity

Flexibility

Efficiency

Decision-making skills

## Software

## Work History

2019-04 -  
Current

### Staffing And Talent Coordinator

*Nidec Corporation, Oradea, Romania*

#### Staffing:

- Designing the company's staffing needs and developing a staffing strategy
- Ensuring that all staffing decisions comply with company policies and standards
- Leading the performance development review process
- Developing strategies for employees's retention
- Identifying the needs for training
- Designing and coordinating the engagement survey
- Creating benefits programs, analyzed compensation and other competitive data and proposing new reward strategy

#### Recruitment:

- Establishing the recruitment strategy and designing the recruitment plan
- Leading the recruitment process for a broad range of roles
- Developing and coordinating internal job posting program
- Coordinating the entire hiring process for internal and external candidates
- Organizing and delivering New Employee Orientation trainings for new hires

Microsoft  
Office  
Package  
(Word, Excel,  
Power Point)



SPSS



OUTLOOK



## Languages

English



Spanish



- Coordinating employer branding campaigns
- Developing and maintaining contacts with Universities
- Creating and leading practice programs or internships for students

### Reporting:

- Drawing-up staffing and recruitment related reports
- Creating dashboards for different types of reports / statistics
- Drawing-up different budgets

### Recruitment Team:

- Designing the recruitment team
- Leading the team to achieve the goals
- Drawing the career path for each member
- Coaching and mentoring the team

2017-03 -  
2019-03

### Recruitment Specialist

*Nidec Corporation, Oradea, Romania*

- Conducting recruitment and selection processes for both white and blue collar positions
- Maintaining a very good relationship with the internal clients from the local site and from other international locations
- Delivering New Employee Orientation trainings for new hires
- Designing and implementing employer branding campaigns
- Maintaining and updating the candidate data bases and effectively manage the existing candidate pipeline
- Developing and implementing new sourcing strategies in order to identify suitable candidates
- Drawing-up recruitment related reports
- Planning and organizing various HR activities (trainings, meetings, company presentations, job fairs, other events, etc.)

2016-01 -

### Recruiting Specialist

**2017-03**

*Faist Mekatronic , Oradea, Romania*

**Recruitment:**

- Working with hiring managers to identify personnel needs, job specifications, job duties, qualifications and skills
- Developing and maintaining network of contacts to help identify and source qualified candidates
- Initiating contact with possibly qualified candidates for specific job openings, screens and refers candidates for additional interviews
- Reviewing resumes and interviews applicants to obtain work history, education, training, job skills etc.
- Writing and posting job advertising in various media
- Developing and coordinating internal job posting program
- Developing and maintaining contacts with universities
- When needed working with external recruiters to identify and recruit candidates
- Coordinating the entire hiring process for internal and external candidates
- Coordinating communication with applicants
- Utilizing applicant tracking system for all recruitment activities and maintains files as required

**Administration - For the Quality Department:**

- Designing and updating the organization chart
- Drawing the job descriptions for each role
- Drawing up the personnel file
- Calculating the payroll
- Administering benefits programs, analyzed compensation and other competitive data

**2015-04 -  
2015-12**

**Training Coordinator**

*Active Job Consulting, Oradea, Romania*

**POSDRU Project CEO „Hospitality Center in Tourism"**

- Leading the team to met the project's activities

- Coordinating the communication and motivation campaigns to identify the targeted group
- Planning and organizing the courses
- Compiling training handbook and related course materials
- Evaluating success of training programs and recommended improvements to enhance effectiveness
- Managing the documents needed for the entire training program
- Drawing the activity reports for the team
- Writing articles / presentation regarding the training program

**2014-04 -  
2015-03**

### **Communication Specialist**

*Active Job Consulting, Oradea, Romania*

#### **POSDRU Project CEO „Hospitality Center in Tourism"**

- Identifying and selecting the target group for the project
- Conducting the mediation activity for the target group
- Identifying the job opportunities for the persons involved in the project
- Recruiting the persons from the project to fulfill this opportunities
- Organizing and planning the travels for the entire team
- Managing the project's acquisitions

**2011-02 -  
2014-10**

### **Trainer (Part Time Contract)**

*RAF Consulting, Oradea, Romania*

- Conducting seminars, workshops and trainings
- Designing and implementing training programs
- Preparing educational material such as module summaries, videos etc.

**2010-10 -  
2014-04**

### **Human Resources Specialist**

*Active Job Consulting, Oradea, Romania*

- Conducting recruitment and selection processes

- for a broad range of companies
- Developing and maintaining network of contacts to help identify and source qualified candidates
- Initiating contact with possibly qualified candidates for specific job openings, screens and refers candidates for additional interviews, providing information on company and job opportunities to potential applicants
- Reviewing resumes and interviews applicants to obtain work history, education, training, job skills etc.
- Writing and posting job advertising in various media (internet online recruiting sources to identify and recruit candidates)
- Developing and maintaining contacts with universities and other organizations to find applicants
- Coordinating communication with applicants
- Designing and implementing employer branding campaigns

**2008-11 -  
2009-10**

## **Human Resources Specialist**

*European Drinks Holding, Oradea, Romania*

- Working with hiring managers to identify personnel needs, job specifications, job duties, qualifications and skills
- Leading the recruitment process for a broad range of roles
- Developing and maintaining network of contacts to help identify and source qualified candidates
- Initiating contact with possibly qualified candidates for specific job openings, screens and refers candidates for additional interviews, providing information on company and job opportunities to potential applicants
- Reviewing resumes and interviews applicants to obtain work history, education, training, job skills etc.
- Writing and posting job advertising in various media
- Coordinating the entire hiring process for internal

and external candidates

- Drawing the job descriptions
- Creating benefits programs, analyzed compensation and other competitive data and proposing new reward strategy

## Education

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<b>2014-10 - Current</b>	<b>GED</b> <i>Faculty of Social And Human Sciences - Oradea</i> Ph. D, Sociology
<b>2008-10 - 2010-06</b>	<b>GED</b> <i>Faculty of Social And Human Sciences - Oradea</i> Master's Degree - Human Resource Management
<b>2008-10 - 2010-06</b>	<b>GED</b> <i>Faculty of Social And Human Sciences - Oradea</i> Bachelor's Degree - Sociology
<b>2019-06 - 2019-07</b>	<b>GED</b> <i>RoMarketing - Oradea</i> Specialist - Assessment Center
<b>2015-11 - 2015-12</b>	<b>GED</b> <i>RoMarketing - Oradea</i> Individual Development Consultant
<b>2014-05 - 2014-05</b>	<b>GED</b> <i>Corporactive Consulting - Oradea</i> Project Manager
<b>2014-02 - 2014-04</b>	<b>GED</b> <i>PRO Cariere - Oradea</i> Human Resources Manager
<b>2012-10 - 2012-12</b>	<b>GED</b> <i>"Junior Chamber International" Federation - Cluj-Napoca</i>

**2011-02 -  
2011-03**

**GED**

*RoMarketing - Oradea*  
Trainer

**2008-10 -  
2008-10**

**GED**

*RAF Consulting - Oradea*  
Human Resources Inspector