

ELLA MILECH

Junior Software Developer

Amidst a career change, I have retrained as a software developer with _nology.io Tech Accelerator program

7 years experience in Recruitment, 4 years specialization in the Tech recruiting

CONTACT DETAILS:

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GitHub Account

<https://github.com/e-milch>

LinkedIn

<https://www.linkedin.com/in/ella-milech-719261124/>

REFERENCES

Calum Hill, Senior Software Coach - _nology.io
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Ben Levi, Founder & CEO - Code Camp
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Hayley Markham, COO - Code Camp
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Gene Podlubny, Owner/Director - Ezy Math Tutoring
0403 544 238 gene@ezymathtutoring.com.au

PERSONAL PROFILE

Ella has worked in the talent acquisition sphere since 2014, but has decided to switch careers and nurture a long held passion for technology, logic and problem solving. Previous work at a start-up means she's no stranger to finding creative solutions in both a collaborative and independent environment. A constant driver is the need to know more, always asking why, how, and "what's next?".

SKILLS

Full cycle recruitment

- Advertising, working with Team Leads to develop role specifications, job descriptions and long term strategic needs
- Screening and assessment of potential hires
- In person and remote interviewing
- Developing and leading interview process for candidates throughout the recruitment process
- Nurturing new hires through the on-boarding process
- Developing and maintaining on-boarding documentation
- Working with new hires to iterate on-boarding materials
- Working with Team Leads to identify future training needs of new and existing team members and implement necessary training
- Building candidate pipeline
- Approved candidate assessment and allocation
- Meeting targets of up to 800 candidate placements per quarter
- Managing Recruitment Team, training on Recruitment processes and ensuring adherence to procedures.

Compliance

- Researching, writing policy documents and overseeing company wide compliance in accordance with legislative requirements
- Guiding candidates on compliance requirements and procedures
- Compliance record keeping

Tech Stack

- Researching and understanding tech stack for positions to test knowledge of potential candidates
- _nology subjects - JavaScript, HTML, CSS, Sass, React, Java, Spring Framework, Firebase, MySQL, Bootstrap, Git, Agile methodologies, Scrum

Systems/Process Development

- Working with Developer Team to design and implement recruitment/compliance process workflow features on purpose-built company software
- Documenting existing plus developing and implementing new recruitment and candidate training policies and procedures

Customer Support

- Monitoring and responding to inbound customer inquiries on multiple channels - phone, email and LiveChat
- Ensure customer satisfaction with quick response time and definitive resolution of issues in accordance with company policy
- Maintaining knowledge of new and existing products
- Proficiency with CRM software - HelpScout and LiveChat
- Maintaining accurate customer records in company database

ELLA MILECH

Tech Recruiter

I've decided on a career change and am currently undertaking the _nology Tech Accelerator program

7 years experience in Recruitment, 4 years specialization in the Tech/Software space

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CAREER HISTORY

RECRUITMENT OFFICER

Code Camp, 2016 - 2020

School holiday coding camps. I was responsible for high volume full cycle recruitment:

- Strategic planning of staffing needs
- Managing campaigns for open positions
- Applicant screening and interviewing - video, phone and in-person
- Staff on-boarding, training and development - delivering webinars, managing self-directed learning requirements
- National HR Compliance Management for current and new staff
- Allocating candidates from my pipeline into positions - 800+ roles filled per quarter
- Managing a dynamic staff schedule across 100+ camp locations within Australia
- Evaluating candidate skills to manage teaching team dynamics
- Liaising with team leaders to manage staff feedback and progression
- Prepare weekly and fortnightly payrolls, collaborate with CFO as needed

RECRUITMENT OFFICER

Ezy Math Tutoring, 2014 - 2016

In-home private tutoring. I was responsible for high volume full cycle recruitment:

- Strategise with sales and management teams to anticipate hiring needs
- Managing campaigns for open positions
- Applicant screening and interviewing - video, phone
- Staff on-boarding
- National HR Compliance Management for current and new staff
- Allocating tutors to positions
- Skill evaluation to place appropriate tutors to students
- Manage tutor invoices
- Accounts receivable - contact tutoring clients regarding outstanding invoices

OFFICE ADMIN

Edwards Chandelier Service & Chandelierium, 2008 - 2012

Family business, tasks included general office administration, emails, assembly and product design:

- Assemble chandeliers - place crystals, wire electric components
- Monitor emails and phone
- Design input on custom pieces

HOBBIES & INTERESTS

- Knitting and Crochet - designing garments, playing with texture and colour.
- Fashion, fashion design and drawing.
- Programming - I've always been interested in coding and computer science.
- Data Science - in general, I like to know the why of things. Having more information is always better and I enjoy being able to make useful inferences and predictions.
- Reading - I read non fiction biology, ecology, natural history and material science titles.