Regina DASHKEVICH

**CONTACT INFORMATION:**

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**SUMMARY**

I know the basics of programming in C++, C#, JavaScript; HTML and CSS.

I know the main directions in IT and corresponding jobs of IT specialists, their differences in grades.

I am able to use various tools for searching candidates (x-Ray, Boolean Search, etc.) and work with specialized resources, such as Linkedin, GitHab, Dribble, Behance, etc.

I also was engaged in research of the labor market in the IT field: salaries, bonuses, benefits, trends of the market.

**WORK EXPERIENCE:**

**March 2022 – now,** Sunmait Technologies, [www.sunmait.com/](http://www.sunmait.com/)

*Lead IT-Recruiter*

* Mentor and motivate team of recruiters
* Maintain day-to-day operations in accordance with the company processes
* Manage the end-to-end recruitment process with a team of consultants
* Optimize approaches and processes based on analysis, metrics, results
* Guide employees in professional growth and career development
* Approve hiring and firing requests within the department
* Prepare/forecast budgets, schedule expenditures, and monitor variances

+Responsibilities of Senior IT-Recruiter

**Accomplishments:**

-Conducted audit of hiring process and fixed them

-Coached and mentored team members (conducted 30+ workshops and coaching sessions)

-Developed KPI and bonus system and implemented it

-Budgeting of the department

-Entered new markets of hiring

-Developed a marketing strategy from recruiting side

-Implementing HR metrics

**October 2021 – March 2022,** Administrative Resource, [www.ares.by](http://www.ares.by/)

*Team Lead IT-Recruiter*

* Mentor and motivate team of consultants
* Maintain orderly day-to-day operations in line with company protocol
* Keep abreast of market trends and provide insights to clients
* Participate in pre-sales activities
* Manage the end-to-end recruitment process with a team of consultants
* Manage projects on salary researches in IT Market

+Responsibilities of Senior IT-Recruiter

**August 2020 – October 2021,** Administrative Resource, [www.ares.by](http://www.ares.by/)

*Senior IT-Recruiter*

* Full-life cycle recruitment experience from sourcing to hiring (middle / senior / lead / TOP- managers);
* Incoming resumes analysis;
* Vacancies publishing;
* Communication with candidates;
* Conducting online and one-to-one interviews with candidates;
* Support of candidates at all stages of reviewing;
* International search;
* Dealing with different sources / social networks;
* Job offer formation;
* Checking candidates English language proficiency;
* Monitoring of the labor market, providing analytical and well-documented reports

**August 2019 – August 2020,** Administrative Resource, [www.ares.by](http://www.ares.by/)

*IT-Recruiter*

* Full-life cycle recruitment experience from sourcing to hiring (middle / senior / lead / TOP- managers);
* Incoming resumes analysis;
* Vacancies publishing;
* Communication with candidates;
* Conducting online and one-to-one interviews with candidates;
* Support of candidates at all stages of reviewing;
* International search;
* Dealing with different sources / social networks;
* Job offer formation;
* Checking candidates English language proficiency;
* Monitoring of the labor market, providing analytical and well-documented reports.

**EDUCATION:**

Belarusian State University of Informatics and Radioelectronics, 2022 Minsk State Linguistic University, 2017

**ADDITIONAL EDUCATION:**

| 2022 | Strategic recruitment, *Laba* |
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| 2022 | Basic Negotiation Tactics, *Probusiness* |
| 2021 | Professional recruiting, *Administrative Resource* |
| 2021 | Intro to IT, *LeverX* |

| 2021 | HRPR, *SkAcademy* |
| --- | --- |
| 2021 | Author's course 'The Art of Manipulation', *Art Gasparov* |
| 2020 | Oratory courses, *Dmitry Smirnov School of Oratory* |
| 2020 | Training "How to sell an elephant", *Digital Unicorn* |
| 2019 | Training "Effective recruiting", *VRP Consulting, Indigo* |
| 2019 | Anti-conference TRUEMinsk |