

# Iuliia Onyskevych

## HR Manager

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### Summary

- 10+ years of experience in HRM;
- Building HR processes from scratch;
- Experienced with employer branding, marketing, and operations;
- Strong analytical skills, ability to balance between multitasking and focusing on the most important things.

### Work experience

#### HR Generalist

11/2019 - till now

##### Playtech

- Responsible for correct and timely monthly payroll administration and submission to finance;
- Ensuring employee personal data is up to date in HR systems;
- Filing and reporting;
- Developing HR content for newsletters and other local office communication;
- Supporting the organization of corporate events and teambuildings;
- Working together with GHRBPs to deliver trainings across the location (manager effectiveness, soft skills, etc.);
- Advising on employee related matters based on local law (eligibility based on status etc);
- Responsible for local learning program (soft skills);
- Responsible for local onboarding;
- Ensuring local employee benefits are in place, processed correctly, and communicated (medical insurance, newcomer package);
- Supporting all employee relations issues (grievances, discipline, complaints, redundancies) as these are related to local legislation & an important part of the employee experience;
- Reviewing employees' leaves of absence (maternity leave, paternity leave, vacations, sick leave) using TMS/HRIS and other tools;
- Conducting 1st month and after trial meetings with employees, collecting related feedbacks;
- Administrative support during the termination process.

#### HR Generalist

10/2017 - 09/2019

##### SoftElegance

- Managing recruitment process;
- Resourcing management including bench;
- Managing compensation calculations and payments;
- HR Business Partner function, conducting 1-1s, conflict resolution;
- Elaboration of personal development plans for Line Managers;
- Conducting exit interviews;
- Work with HR and Marketing budgets;
- Managing marketing process;
- Managing internal projects (corporate website);
- Participation in pre-sales activities;
- Processing employees' documents according to Ukraine Laws and providing PE support;
- CEO assistance and operations management.

### Skills

#### Languages



English (upper-intermediate)

Spanish (basic)

#### SW



MS Office, GoogleDocs, Wiki markup, Jira, Oracle based ERP, Redmine, MS SQL, CSS, HTML, Java Script, Postman, Gemini, SPSS, UCINET.

### Personal qualities:

Responsible, executive, business-oriented, hardworking, self-motivated, good communication skills, proactive.

## HR and Marketing manager

06/2013 - 09/2017

### SoftElegance

- Implementing HR processes;
- Composing and conducting adaptation program;
- Conducting exit interviews;
- Elaboration of personal development plans for Line Managers;
- Conducting one-on-one meetings;
- Processing employees' documents according to Ukraine Laws and providing PE support;
- Organization team buildings, New Year and Summer parties, employee's leisure;
- Office administration duties;
- Corporate branding, PR in social media;
- Conflict resolution;
- Participation in presales activities;
- Cooperation with tech universities and IT courses (Prof IT, KPI Open);
- Direct reporting to CEO, close collaboration with upper management;
- Support corporate English courses;
- Work with souvenir and branding production suppliers;
- Developing and Implementing KPI;
- Full cycle of recruitment and research of the labor market.

## HR Coordinator

02/2012 - 05/2013

### GlobalLogic

- Employees data management in a corporate ERP system;
- Active maintenance of a corporate information portal;
- Prepared HR reports for customers;
- Built an educational framework for improving knowledge and skills for line managers (Confluence-based solution);
- Implemented a full cycle soft-skills training program for employees (organization trainings, feedback gathering, and analysis);
- Created newcomers adaptation trainings and conducted onboarding sessions;
- Developing KPI process, maintaining with Performance Appraisals system;
- Conducting one-on-one meetings;
- Maintaining employee benefits program (collaboration with insurance company, coordination of external benefit providers (yoga, swimming pool, corporate doctor), work with souvenir and branding production suppliers);
- Internal PR and communication, writing articles in a corporate periodical.

## Recruiter

11/2011 - 02/2012

### Recruit Alliance

- CV screening;
- Conducting database and Internet search;
- Conducting primary telephone interviews;
- Conducting interviews;
- Processing relevant paperwork.

## Education

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### Front-end

2019 - 2019

### Web Academy

### QA Testing and QA Technology

2018 - 2019

### QA Startup

### MBA-HRM

2015 - 2016

Anna Vlasova School of HR

Human Resources Management Business Education

Methods of personnel assessment

2014 - 2014

University of Economics and Law “KROK”

Master degree in sociology

2006 - 2011

Taras Shevchenko National University of Kyiv

Sociology Department