

Ana Costa



Contacts

- +351 960407846
- anacatarinacosta96@hotmail.com
- <https://www.linkedin.com/in/anaccosta96/>
- Hesperange, Luxembourg

Education

Fast Track Program | Tech Recruitment

Experis IT, 2021

Bachelor's Degree in Sociology

Universidade do Algarve, 2020

Languages

- Portuguese (Native)
- English (C1)
- French (A2)

Certifications

- Become a LinkedIn Recruiter Expert.
- [2022] Recruiting: Talent Acquisition & Hiring.
- IT Fundamentals - Everything you need to know about IT.
- Beginner Tech Recruitment Bootcamp.

Professional Experience

IT Recruiter | Syone (Aug 2022 - Nov 2024)

- Manage the full recruitment cycle for IT professionals, from sourcing and analyzing CVs to presenting job offers and managing candidate follow-up.
- Serve as the primary point of contact for candidates, providing timely and clear communication regarding offer acceptance, documentation requirements, and answering any inquiries they may have.
- Coordinate with stakeholders to schedule and facilitate onboarding meetings, ensuring a seamless transition for new hires.
- Collaborate with hiring managers and internal teams to understand recruitment needs and develop effective strategies to meet demand.
- Develop innovative sourcing strategies utilizing various channels such as job advertisements, networking, and direct approaches to attract top talent.
- Represent Syone at Industry events for employer branding.
- Familiar with various IT roles including Sys Admin, DevOps, Cybersecurity, QA, Front & Backend Development, etc.

IT Recruiter Trainee | Experis IT (Dec 2021 - Jul 2022)

- Analysis and filtering of CVs.
- Posting job opportunities on employment platforms.
- Interview IT professionals and understand their principal motivations.
- Updating internal database and adjacent administrative tasks.
- Following up with candidates.

Dear Hiring Manager,

I hope this finds you well. My name is Ana, and I'm an IT recruiter with three years of hands-on experience, now looking forward to a new chapter as I prepare to move to Luxembourg in January 2025. Over the years, I've developed a passion for connecting great talent with the right teams, and I've worked with various IT profiles, from developers (front and backend) to sys admins, DevOps, QAs, and and a brief overview of cybersecurity and functional profiles.

What truly drives me in recruitment is getting to know and learn from people. I believe that finding the right fit for a company goes beyond just matching technical skills—it's about understanding team dynamics, company culture, and long-term goals. I'm naturally curious, and every new conversation is an opportunity to grow.

I've recently moved to Luxembourg and I'm eager to continue developing my career in recruitment and HR, while improving my language skills—especially in French. I'm looking for a role where I can contribute my experience, learn from a new environment, and get the support to further enhance my language proficiency. In exchange, I offer my enthusiasm, adaptability, expertise and a genuine desire to help build strong, collaborative teams.

I'd love to discuss how I can bring value to your company and look forward to connecting if there's an opportunity that aligns with my background.
Thank you for your time and consideration.

Warm regards,

Ana Catarina Costa