

# Samanta Krasteva

HR Operational Specialist



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## WORK EXPERIENCE

### HR Operational Specialist GLOBOGATE concept AG

11/2021 - Present

Zug, Switzerland

About GLOBOGATE concept AG: highly specialised company for risk and process management in the field of international recruitment of qualified employees. Helping German employers to cover the demand for qualified nursing staff.

#### Main tasks

- Maintaining an updated client, contractor and supplier management system & procedures
- Monitoring workflow performance, deadlines and expenses
- Providing recommendations and suggestions for improvements in any aspects relating to increased performance
- Training new hires as necessary and ensure policies and procedures are followed
- Coordinating with different departments to achieve optimal work production across the board
- Helping with the employee performance evaluation

### Inhouse Recruiter Fidor Bank AG

08/2021 - 09/2021

Munich, Germany

#### Tools

- Sage, Prescreen, Outlook

### Graduate Researcher Deutsches Jugendinstitut e.V.

12/2020 - 07/2021

Munich, Germany

#### Achievements

- 2 official publications

### Event & Project Management Internship IHK für München und Oberbayern

10/2019 - 10/2020

Munich, Germany

### Junior Recruiter MaRe IT Consulting GmbH

04/2019 - 10/2019

Munich, Germany

## EDUCATION

### Education and communication science (B.A.) Ludwig Maximilian University of Munich

10/2017 - 06/2021

Munich, Germany

## SKILLS

Project management

Risk analysis

Flexibility

Quality control

Product development

Data processing

Technical proficiency

Adaptability

## CERTIFICATE

Jr Penetration Tester (02/2023)

- Credential ID THM-75ODP6NEPW

Introduction to Cyber Security (09/2022)

- Credential ID THM-UMFFFBJJHK

University Teaching (04/2020 - 03/2021)

HR4YOU - eSearcher V3 (HR - certificate)  
(09/2019)

## PROJECT

European Youth Capital 2017 - "Varna on the map" (05/2017 - 09/2017)

Entwicklung eines Start-ups im Bildungsbereich;  
Präsentation des Abschlussprojekts an Europas  
größtem und prestigeträchtigstem Hackathon in  
Zürich

## LANGUAGES

German

Full Professional Proficiency

English

Full Professional Proficiency

Bulgarian

Native or Bilingual Proficiency

Romanian

Elementary Proficiency

## HOBBIES

Cyber security

Meditation

Physics

Jogging

Piano

Trading