

## HR SUPERVISOR (RECRUITMENT, T&D, ADMINISTRATION)

### Summary

Highly driven HR Specialist who maintains a positive attitude under pressure and welcomes the challenge and responsibility of producing results quickly relying on excellent interpersonal skills, outstanding customer service and an expertise in human resources management.

### Education

MBA , Human Resources Management 2017 Lincoln University 1/4 City , State , United States

Certification Program , Human Resources Management 2008 Russian State Academy of Economics 1/4 City , Russia

Linguistics, Teacher of English as a second language 2008 Moscow State University 1/4 City , Russia

### Experience

HR Supervisor (Recruitment, T&D, Administration) May 2012 to Mar 2014

Bevmo Holdings Llc 1/4 Gilroy , CA

- Full cycle of recruitment to all level positions, from posting ads online to announcing job offers to successful candidates
- Introducing and adapting new employees, carrying out induction seminars
- Analyzing training needs, inviting and contracting suppliers, organizing the whole process
- Supporting regional and CIS branches in the above mentioned
- Analyzing training needs, inviting and contracting suppliers, organizing the whole process
- Supporting regional and CIS branches in the above mentioned

HR Assistant Jun 2011 to May 2012

JV InterRAO-WorleyParsons 1/4 City , STATE

- Providing full cycle of HR documentation (employment, dismissal, sick leaves, vacations; Employment Contracts)
- Adapting and partial design of HR procedure documents (Code of Conduct, Normative Regulations)
- Preparing Employment and Civil Contracts
- Inputting data in ERP system
- Calculating compensations and benefits for Project Employees (Far North)
- Taking part in recruitment processes (designing job descriptions, posting ads on websites, preliminary shortlisting of candidates, organizing interviews)

Senior Project Coordinator/ Teacher of English Sep 2005 to May 2011

Denis' School 1/4 City , STATE

- Pre-sales support to managers (taking part in presentations, participating in tenders, giving demonstrations to large audiences)
- Organizing training for corporate clients (entrance test, dividing into groups, consulting teachers, leading contracts)
- Ensuring effective work of the department and meeting sales targets
- Long-term teaching experience, with kids, adults, individuals and large all-level groups, corporate education.

### Skills

Staffing. Project Management. Knowledge of Personnel Law.

Fast learner, hard-working, adaptable, responsible, organized, conflict-free.