

Milla Greenberg

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Talent Acquisition Partner: 5+ Years of Experience in Tech and Non-Tech Recruitment

With over four years of experience in talent acquisition, I specialize in the full recruitment cycle for Tech and Non-Tech positions (all levels), from sourcing to onboarding. I excel in aligning recruitment strategies with organizational goals, leveraging data-driven insights to enhance processes. Known for my strong learning abilities and excellent communication across all levels, I effectively target and engage non-active candidates, ensuring a robust talent pipeline in dynamic tech environments.

WORK EXPERIENCE

2021 - present | AiDock LTD - Rehovot

Talent Acquisition Partner, HR Manager

- Managed end-to-end recruitment processes (local and global - U.S., Germany, UK, Japan, using all sources) for Tech positions (junior, middle and senior levels): R&D, AI, Product, QA, DevOps and Non-Tech - Business, Marketing, Sales, Back Office and other teams, including: CV screening, writing job descriptions, sourcing candidates, reaching out - initial phone, Zoom calls, interviewing (phone, Zoom, in depth face-to-face interviews), job offers and onboarding;
- Coordinated the hiring process in close collaboration with hiring managers to identify their goals and staffing needs;
- Worked closely with hiring teams on targeted recruiting strategies (focusing on Tech positions) to ensure a smooth and structured interview process;
- Developed and implemented a wide range of sourcing strategies and tools to effectively identify top talent;
- Managed full employee lifecycle, including offer negotiations, onboarding and absorption for new hires, also offboarding, and employee records maintenance;
- Maintained candidate relationships, provided a positive candidate experience, reflecting the standards of the company;
- Maintained up-to-date knowledge of industry trends, best practices, and emerging recruitment technologies to foster innovation and improve recruitment efficiency
- Collaborated closely with the CFO to manage accounting processes - payroll, finances, taxes, and budgeting using SAP Business One system; maintained compliance with regulatory authorities;
- Event Management and Production: coordination and execution of all aspects of events planning, (venue selection, vendor management, and logistical arrangements), planned and executed company events, fun days, and shared meals to improve employee welfare and team cohesion.

Chief of Staff

- Supported C-Level executives with detailed research and presentations to enhance decision-making;
- Created marketing content for the company website and social media platforms;
- Supported executive decision-making by providing regular reports and insights;
- Built strategic communications plans for key internal stakeholders;
- Managed daily operations, including calendar coordination, meetings, and facility scheduling;
- Participated in management and board meetings, tracking action items and aiding strategic initiative execution.

2019 - 2021 | News Producer - i24 News, Tel Aviv

- Generated compelling content and produced engaging news stories with a focus on effective story presentation;
- Sourcing and recruiting for a diverse range of television positions - tech and non-tech;
- Conducted rigorous source verification and provided timely updates on breaking news events.

2007 - 2019 | Chief of Staff to the CEO, Editor, Television Producer - Belarusian National TV & Radio Company, Minsk

- Managed projects from inception to completion, overseeing creative and logistical aspects;
- Managed key projects and initiatives, ensuring alignment with company priorities and timely completion;
- Managed end-to-end recruitment process for various positions in the channel (Production, Tech, Administrative roles);
- Managed and coordinated all aspects of television production.

EDUCATION

2005 - 2012 | Master's Degree - Business Communication - Minsk State Linguistic University

2019 - 2021 | Diploma - Human Resources Management & Personnel Administration -The Open University of Israel, Tel Aviv

PROFESSIONAL TOOLS: **Office** - MS Office (Excel, PowerPoint, Word, Teams, Calendar, etc.), G-Suite (Sheets, Calendar, Slides, etc.); **HR Management Tools** - Comeet, Monday, LinkedIn Recruiter, HiBob; **CRM & Software** - Monday, Jira, SAP Business One, Michpal, Discord, Canva.

SOFT SKILLS: Organizational Skills, Results-Oriented, Time Management, Analytical Skills, Communication Skills, Interpersonal Skills, Conflict Resolution, Adaptability and Flexibility.

LANGUAGES: English - Native, Hebrew - Fluent.