

Katya Priven

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Summary

I am an innovative and results-driven HR recruiter with six years of experience effectively managing all aspects of HR functions. Strong interpersonal and communication abilities, adept at building positive relationships with employees and management. Problem-solver and decision-maker with meticulous attention to detail and a commitment to delivering exceptional results.

I would like to be a part of the process of creating a team of professionals in a dynamic organization. To benefit the company, as well as to develop in the HR sphere.

Experience

HR recruiter - 10/2017 to 04/2023

Ariel Care foreign workers

- Managed E2E hiring processes, including sourcing, phone and frontal interviews, hiring and onboarding.
- Developed relationships, effectively handled conflict resolution and disciplinary actions.
- Administered benefits programs, including health insurance, retirement plans, and leave management.
- Implemented an efficient recruitment process, resulting in a 20% increase in candidate quality and a 30% growth in the company's customer base.
- Facilitated annual renewal of visas.
- Collaborated with the Ministry of Interior, Social Security, Insurance companies, foreign workers agencies abroad.

Personal Stylist - 07/2019 to 03/2023

Freelancer

- Assisted clients in achieving personal style and image goals based on individual needs.
- Managed a fashion blog showcasing personal style and fashion expertise.
- Used fashion software, social media platforms, communities and advertising campaigns, branding for self-promotion.
- Conducted online and offline master-classes for groups and companies.
- Collaborated with photographers, makeup artists, and hairstylists for fashion shoots and events.
- Collaborated with H&M, Crazy line, Crocs, Gigi, Pele, Elizabetta Franchi.

Account Manager - 2016 to 2017

Innovation Prime – Investment Company

- Collected and reported data related to company activities, leading to improved financial performance.
- Created and presented analytical Excel reports, contributing to increased company income.

Staff supervisor - 2013 to 2015

Claims conference

- Progressed from assistant manager to staff supervisor within 6 months.
- Organized workflow, prepared performance reports, and facilitated communication between upper management and employees.
- Managed back-office operations.

Education

Master's degree: **Project Management - 2007 to 2009**

National Academy for Public Administration under the President of Ukraine

Bachelor of **Business Administration and Management - 2003 to 2007**

National Academy for Public Administration under the President of Ukraine

Skill Highlights

- Interpersonal skills
- Problem solving
- Leadership
- Creative thinking
- Coaching
- Team player
- Fast learner
- Time-management
- Campaign management and branding
- Digital marketing
- B2C marketing

Computer skills

MS Office (fluency in Outlook, Excel, PowerPoint, etc.), Google Drive (Forms, Sheets, Docs, etc.), Keynote, CRM, Canva, ChatGPT, Social medias

Languages

- Proficient: English, Hebrew, Russian, Ukrainian
- Spoken: Bulgarian, Turkish

Certificates

- Berich Academy (Representation of Grant Cardone in Israel) 2023 - **Sales and Marketing**
- Instalogia 2023 - **Digital marketing**
- Academy of True Success 2017 - **Certified coach**
- Shenkar - Engineering. Design. Art 2017 - **Styling and Sewing**