

Polina Saifer Cohen

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Education

2011-2014 bachelor's degree of Health System Management at Hadassah College in Jerusalem.

2005-2007 Matriculation specialized psychology and sociology in ORT College Givat- Ram Jerusalem.

Work experience

2020- current HRS at Pangea

- Leading recruitment processes and talent acquisition projects for local and global positions.
- Managing an annual welfare plan, which included employee and company events, happy hours and team building projects, birthday presents and holidays.
- Maintain and support workforce data, training programs, HR policies and processes.
- Created new employee experience processes in the organization.
- Involved in all aspects of HR and the point of contact for HR-related topics for all departments and teams, for employees and managers.
- Support candidates & manage E2E hiring process –characterizing job requirements to drafting job descriptions, publishing job postings on various platforms, screening resumes, phone interviews, in-depth interviews, Referral interviews, job offers and contracts.
- Onboarding of new employees, closure process for leavers, leave of Absence, internal mobility, professional and personal changes, etc.
- Conducting onboarding interviews as part of the onboarding process and 1:1 conversation with employees and managers.
- Maintaining the relationship with the relocation employees and the employees at the various sites.

2017-2020 Technical Recruiter at Matrix

- Sourcing and recruiting candidates (passive & active job seekers) by using databases, social media and referrals.
- Experienced in resume screening, sorting, and evaluating of various positions in the hi-tech industry.
- Placing job advertisements using social media such as LinkedIn and Facebook and job portals.
- Maintaining strong working ethics by hiring managers throughout their recruiting process ensuring their needs and goals are being met by building recruitment strategy and delivering top talents.
- Conducting in-depth HR interviews

2013-2017 The David Citadel Hotel, Jerusalem

2014-2017 HR Coordinator

- Recruiting employees for variety positions at the hotel
- Working with all department managers
- Managing an annual welfare plan
- Administrative management

2013-2014 Food and Beverages coordinator

- Coordinating between all departments at the Hotel
- Producing financial reports, marketing research and price comparisons with competitors and conducting business intelligence.
- Administrative management Office and preparing meetings including protocols writing.

Military Service 2007-2009

Full service in the Air Control of Air Force

Software's

Microsoft Office, ADAM, LAVI, OPTIMA

Rapid image, Doctor

Languages

Hebrew- Mother tongue level

English- high level

Russian- Mother tongue level