

ALINA RIMSEVICA

Senior HR Administrator, Onboarding

MORE ABOUT ME

I have worked and studied in different countries in Europe, which has given me the skills to be able to quickly adapt to new situations both in employment and my personal life.

During my employment in Amazon, I have learned how to be an effective group member, how to communicate clearly on intellectual and emotional levels, earn trust from my team members and customers, and take the responsibility for projects and outstanding metrics.

CONTACT DETAILS

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CURRENT PERSONAL ACHIEVEMENTS:

- Review and optimisation of onboarding process for Amazon Web Services Ireland
- Improvement of onboarding process for AWS Spain
- Support to Project Manager in the launch of Bolt On Project (taking away the visa support activities from the recruitment team)

SKILLS AND ABILITIES

COMMUNICATION
TEAMWORK
ORGANIZATIONAL SKILLS
PEOPLE ORIENTED
DECISION MAKING
TROUBLESHOOTING
TIME MANAGEMENT
COORDINATING AND PLANNING
QUICK LEARNING
ADAPTABILITY
DEDICATION
SENSE OF URGENCY
PROFESSIONAL AND RELIABLE

EMPLOYMENT HISTORY

Senior HR Administrator - Onboarding

Amazon Czech Republic Services s.r.o | May 2018 - present

Member of an Onboarding pilot team (Extended Onboarding) that focuses on process improvements, standardization across EMEA countries and customer obsession.

Main tasks:

- Being the main point of contact for candidates during the whole onboarding process, from contract generation to first day
- Data management on HR Systems (PeopleSoft, ICIMS, OnBase)
- Report and analyze process metrics, outline trends and identify gaps
- Develop and implement process improvements for optimization, standardization and simplification
- Maintain and review SOPs
- Develop and maintain relationship with internal and external stakeholders
- Support and address onboarding related queries
- Coordinate all onboarding activities using different tools to guarantee a smooth and fast process
- Provide support with technical issues
- Carry out audits and checks on data changes to ensure accurate and timely payment of the employee population
- Constant communication with AWS candidates, recruiters, employees and local HR teams

Freelance Translator/ Interpreter

Freelance | May 2016 - May 2018

Translating various types of documents (English- Russian- English)

Customer Service Executive

Booking.com | May 2013 - October 2014

- Participated in a project acquiring new properties in Russia
- One of the top performers in the Russian speaking team

Main tasks included:

- Cooperation with partner properties, coaching and supporting them in using the internal system
- Resolving customer complaints

PREVIOUS EDUCATION

University of Salford (2014-2016)

Master of Science, Human Resource Management and Development

University of Central Lancashire (2011-2012)

BA (hons) English for International Corporate Communication