

MARIIA

H R M A N A G E R, P E O P L E P A R T N E R

S U M M A R Y

A self-motivated HR manager with over three years of experience in various fields: product company, outsourcing, recruiting and marketing companies. Achievements (2020): development and implementation of new directions in the company, for example, a project of collecting ideas from specialists, a project of writing articles about teams and specialists, welcome pack, referral program, etc. Things that I value the most in working in the company: open feedbacks, trusting relationships, a sense of humor, professional and career growth, designated areas of responsibility, and the ability to create and change outdated approaches.

W O R K E X P E R I E N C E

QArea (TestFort), People Partner

- Onboarding, Adaptation, 1to1 meetings
- Support in performance review (planning, organization, taking part in the process, writing feedback)
- Odoo
- MAY 2021 - JUL 2021

EOS Data Analytics, HR Manager Onboarding,

- Adaptation (including support for a trial period,
- Welcome training, individual development plan, mentoring),
- Exit interview 1to1 meetings,
- Performance review, score 360, validation, staff development
- Company procedures, 1C Fin and 1C HRM
- Corporate Products (clothes, cups, presents etc.)
- Office management and event management
- FEB 2018 - FEB 2021

Freelance, Recruiter

- Closing vacancies for companies (GD Studio Inc. and others)
- JUL 2017 - FEB 2018 English - intermediate
- Russian and Ukrainian - native

Achievement House, Recruiter

- Full recruiting process (search, resume screening, selection, job descriptions, telephone interviews, database maintenance, analytics, meetings, reporting)

- AUG 2017 - DEC 2017

Amonetize Ltd, HR Manager

- Full selection process (search, job posting, interview, market monitoring),
- Adaptation,
- Organization of the learning process,
- Office management and event management
- MAR 2017 - JUN 2017

CodersTerra, Recruiter/HR manager

- Full selection process (search, job posting, interview, market monitoring)
- Adaptation, 1-to-1 Exit interview
- Office management and event management
- SEP 2016 - MAR 2017

WORK WITH

Confluence, Jira, Powerpoint Google: Presentation/Doc/Sheet/Form/Site/Miro, Canva, Excel, 1C, Odoo, ZOOM, Slack

ACTIVITIES

Volunteer at HR PRO GYM, HR PRO ART, HR PRO TIME

CERTIFICATES

- 2021 Public speaking "Successful Speaker" (Zoya Kalina)
- 2020 Laba "Employer branding", EdEra "Basics of web development (HTML, CSS, JavaScript)"
- 2019 Pritula Academy "HR Manager", "EnglishDom "Intermediate", Prometheus "Basics of software testing" and "Basics of Web UI development"
- 2016 IT Recruiting "First Step" (Anna Kozakova) Source IT (Recruiting)
- 2015 Go in IT (HR)

SKILLS

teamwork

flexibility

problem solving

time management

creativity

open-minded

hard working

learning capability

E D U C A T I O N

O.M.Beketov Kharkiv National University of Municipal Economy

2008-2012 Specialist/ economist-analyst

Kharkov machine-building College

2005-2008 Junior specialist/ accounting and audit

L A N G U A G E S

English - intermediate

Russian and Ukrainian - native