

ONLINE RESEARCHER/ SOURCER/ RECRUITER'S ASSISTANT

🔄 22 січня
2017

📍 Місто: [Київ](#)

Вік: 29 років

Режим роботи: повний робочий день

Категорії: Офісний персонал

Додаткова інформація

Особисті якості, хобі, захоплення, навички: Personal qualities and accomplishments • Excellent communication skills • Hardworking and quick-learner • Ready for new challenges • Ability to quickly delve into the essence of the problem • Have a caring attitude towards learning and self-development • Ability to perform independently and as a part of the team • Possessing good research skills and an enthusiastic mindset • Ready to take responsibility Skills: • Advanced computer user (Windows, MS Office, e-mail, modern Internet browsers, search engines, social media platforms) • class B driving license Foreign languages: • English - Upper-intermediate • German - Basic • Russian – Fluent Experience: 2012 Waiter (part time work) • Accepted orders • Served guests • Gave orders to the kitchen • Cleaned the tables and hall January 2015 - May 2015 Consultant of alcohol beverages (part time work) • Consulted people about the production • Helped to make choice • Managed the degustation of the production 30 November 2015 – 29 January 2016 Contact operator at Food delivery center “Eda.ua” • Consulted people about the menu • Took orders by phone • Controlled all aspects of delivery • Checked the correctness of orders with the restaurants January - March 2016 Teaching Internship • Had teaching practical experience at school where I got experience of working with children • Had ten lessons that I planned and managed myself • Learnt how to deliver & present lessons in an interesting and fun manner • Prepared teaching plans and teaching materials, other relevant documentation • Maintained discipline in the classroom • Maintained the attendance register of students • Helped managing students' behavior June - July 2015 Translation internship • Had practical experience of work at translation bureau • Learnt how to perform translations of legal documents and letters from Ukrainian to English & vice versa • Researched legal & technical phraseology to ensure the correct translation is used • Reviewed and proofread mother-tongue texts August 2016 – October 2016 IT Recruiting Sourcer at Vitaver & Associates, Inc • Looked for candidates, who can be a fit for client through different sites and databases • Added candidates to pipelines • Built Search String (SS), Letter1 and Submitted candidates • Identification of candidates that match a desired skill set for a current or future job opening Additional experience I have an experience as a translator at dating agencies. I translated correspondence of my clients. It was part time work and was an additional way to earn money and to get new experience. Education: 2012-2016 National University of Life and Environmental Sciences of Ukraine Bachelor's degree in Philology – Bachelor's in Linguistics, Teacher of English and German