

Ватуліна Еліна

RECRUITER

🔄 20 января
2025

📍 Город: [Тернополь](#)

📍 Готова к командировкам: [Київ](#), [Львов](#), [Одесса](#)



Возраст: 30 лет

Режим работы: удаленная работа

Категории: HR, управление персоналом, Офисный персонал

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Опыт работы

IT Recruiter

Meta-Sistem (IT), Молдова

10.2023 – 12.2024 (1 год 2 месяца)

Обязанности:

- Conducting market research to identify talent trends and target candidates
- Building and maintaining strong relationships with candidates and hiring managers
- Creating and posting job descriptions that attract qualified candidates
- Screening resumes and conducting initial interviews to assess fit
- Coordinating and scheduling interviews with hiring teams
- Negotiating offers and ensuring smooth onboarding for new hires
- Collaborating with HR and department heads to meet hiring needs
- Maintaining an organized candidate database for future hiring opportunities

IT Recruiter/HR/Recruitment Lead

Businessskills-UA (Агенція),

08.2018 – 02.2023 (4 года 6 месяцев)

Обязанности:

- Design and implement overall recruiting strategy;
- Develop and update job descriptions and job specifications;
- Perform job and task analysis to document job requirements and objectives;
- Act as a point of contact and build influential candidate relationships during the selection process;
- Source, screen, interview, and evaluate candidates;
- Review applicants to verify if position requirements are met;
- Format resumes meeting client expectations;
- Research new technologies;
- Create detailed job descriptions;
- Follow up with candidates

Technical Recruiter

Code Space (Агенція), Київ

04.2017 – 03.2018 (10 месяцев)

IT Recruiter

SkySoft.tech (IT), Винница

02.2016 – 10.2016 (7 месяцев)

Обязанности:

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- Identifying, screening and interviewing candidates;
- Performance of other duties, assigned by the Directors;
- Active searching of candidates - using all possible sources;
- Screening candidates;
- Monitoring the job market;
- Updating database with CVs and required information;
- Preparing reports, job descriptions.
- Recruitment of IT specialists of different level
- Direct search of candidates
- Communication with potential candidates
- Work with information resources and social networks

IT Recruiter

Freelancer (IT), Новая Каховка

02.2016 – 03.2017 (1 год)

Обязанности:

- search candidates (Ruby, Big Data, Java, JavaScript, Python, IOS, C #, C ++, QA and QA aut, etc) of different IT level;
- communication with candidates;

IT Recruiter

HR Partner (Агенція), Новая Каховка

11.2014 – 12.2015 (1 год)

Обязанности:

- Selection of technical specialists (PHP, Java, .Net, Python, Front-End, Animator, Ruby, C ++, Android and quality assurance engineers);
- Selection of design specialists (designers, GUI experts);
- Executive search (project managers, team leaders);
- Search for candidates using different sources, primary analysis;
- Headhunting;
- Maintaining a database of candidates;
- Preparation of plans, statistics and reports on recruitment;

Образование

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Знание языков

Английский - Ниже среднего, Украинский - Профессиональный (эксперт)

Дополнительная информация

Цель поиска работы, пожелания к месту работы: віддалено