

## Способы связаться

marina.sergienko321@gmail.com

www.linkedin.com/in/marina-sergienko (LinkedIn)

## Основные навыки

ZOHO

Technical Recruiting · Strategic Communications · Staff Training

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## Languages

Русский (Full Professional)

Украинский (Native or Bilingual)

Английский (Elementary)

## Certifications

Strategies for behavior in conflict situations

Ethical and psychological aspects of business communication

Innovative technologies in public administration.

# Marina Sergienko

Technical IT Recruiter – Unicsoft

Украина

## Опыт работы

Unicsoft

Technical IT Recruiter

февраля 2021 - Present (2 года 6 месяцев)

Украина

- Successfully executing end-to-end IT recruitment activities, by crafting persuasive job postings, carefully screening resumes, conducting insightful interviews, and skillfully negotiating offer letters.
- Enforcing recruitment policies and procedures that align with organizational goals.
- Leading staff consultation and grievance procedures in a fair and effective manner.

Conducting end-to-end recruitment activities by crafting job postings, screening resumes, conducting interviews, and creating offer letters to attract top talent.

- Successfully maintaining an efficient applicant tracking system for all operational positions.
- Revamping the onboarding process for operational personnel and streamlining paperwork assignment and tracking.
- Managing the process using an applicant tracking system to maintain accurate records and provide insights for ongoing improvements.
- Leading and supporting the standardization of onboarding/offboarding activities.
- Developing informative resources for new employee training to ensure efficient and effective onboarding.
- Facilitating recruitment through devising screening criteria, conducting interviews, and crafting compelling offer letters to attract and retain top talent.
- Working with LinkedIn, Djinni, DOU, Telegram, networking and other.
- Telephone interviews, first interviews, Skype interviews.
- Information support and practical support of the candidate at each stage of the interview.
- Update candidates from the internal database

Stakellogic

## IT Recruiter

сентября 2020 - декабря 2020 (4 месяца)

Kyiv, Kyiv City, Ukraine

## AllStars-IT Ukraine

IT recruiter

мая 2018 - августа 2020 (2 года 4 месяца)

Киев

Working with LinkedIn, Djinni, DOU, Telegram, networking and other.

Telephone interviews, first interviews, Skype interviews.

Information support and practical support of the candidate at each stage of the interview.

Update candidates from the internal database.

## HR Network

IT Recruitment Specialist

марта 2018 - мая 2018 (3 месяца)

Kiev Region, Ukraine

## Freelancer

IT Recruiter

февраля 2018 - марта 2018 (2 месяца)

Kiev Region, Ukraine

- Candidates sourcing.
- Candidates searching.
- Resumes screening.
- Networking.
- Internet recruiting.
- Boolean searching, X-Ray searching.

## State Service of Ukraine for Geodesy, Cartography and Cadastre

Chief specialist on citizens' appeal and access to public information

марта 2016 - февраля 2018 (2 года)

Kiev Region, Ukraine

- Responses to complaints, complaints of citizens.
- Answers to public information.
- Consultation of citizens.
- Control of subordinate territorial bodies of the State Geogeocastastre.
- Cooperation with ombudsman.
- Work in the registry.

## Executive Service

Civil executor

сентября 2014 - февраля 2016 (1 год 6 месяцев)

Kiev Region, Ukraine

- Enforcement of court decisions.
- Judicial practice, participation in litigation.
- Work with law enforcement agencies.
- Maintenance and work in the register.

## Private enterprise "RSK Legal"

Assistant to the lawyer

ноября 2011 - августа 2012 (10 месяцев)

Kiev Region, Ukraine

- Registration individual entrepreneur.
- Change of founders of Ltd.
- Re-registration of OKVED by legal entities.

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## Образование

ITEA Academy

It-recruiting · (2018 - 2018)

National University of State Tax Service of Ukraine

Specialist, Law · (2011 - 2014)