

Katerina Semaka

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Date of birth: 30.09.1986



Spheres of interest:

- ✓ Recruitment
- ✓ HR Management
- ✓ Employer Branding
- ✓ Internal Communications
- ✓ PR

Work experience:

April 2010 – March 2013

Winner Imports Ukraine (official importer & distributor of Ford, Jaguar, Land Rover, Volvo and Porsche in Ukraine, www.winner.ua)

HR Recruiter

- Recruitment and personnel selection: full cycle, all positions level incl. executive
- Employer Branding: strategy, events, POS materials creation & implementation
- Employees' adaptation: conducting corporate induction trainings
- Internal PR: corporate, sport and company events organization
- Corporate communications: writing corporate news, corporate portal content management
- Communication & negotiation with business partners
- Surveys for employees: creation & analysis
- Policies/guidelines development
- Reporting: weekly & yearly, on request
- Other projects

Achievements:

- 54% of today's company staff hired
- 96% of hired employees passed the probation period
- Candidates' database created
- Employer Branding strategy developed & implemented from "0"
- Employee Adaptation program developed & implemented from "0"
- Employee Evaluation procedure created & implemented
- Hiring policy created

Detailed presentation on projects completed available upon request.

May 2009 – April 2010

Rainford (wholesale food, <http://www.rainford-foods.com/>)

HR Specialist

- Recruitment and personnel selection
- Labor market monitoring
- Hiring, transfers/promotions, voluntary/involuntary termination of employees
- Employee work books record management
- Employee personal profiles management
- Employee sick leaves, vacations registration & management
- Employee time sheet registration & management

Achievements:

- Employee non-material motivation program developed

July 2008 – February 2009

Detskiy Mir Ukraine (Ukrainian representative office, retail sales of children goods, <http://www.detskiy-mir.ru/>)

HR Specialist

- Recruitment and personnel selection
- Development of employees job descriptions
- Development of company's internal policies/procedures
- Regional representative offices HR administration audit
- Hiring, transfers/promotions, termination of employees
- Employee business trips registration and management
- Employee work books record management
- Employee personal profiles management
- Employee sick leaves, vacations registration & management

Achievements:

- Service standards for sales staff developed

July 2006 – July 2008

Private company Inforint (international marriage agency & IT Company)

Translator

- Employee recruitment
- Written translation
- Verbal translation
- Excursions around the city

Education:

September 2003 – March 2009

Kyiv B. Hrinchenko Teachers' Training University

Specialty: foreign languages & literature.

Master's degree with honors.

Additional trainings:

Recruiting conferences

Recruiter of a new epoch: Advanced level by I.Morzhova

HR Recruiter course by HR Practice

Psychology courses by Uspikh

Other:

Languages: English – fluent; Russian, Ukrainian – native

PC skills: MS Word, MS PowerPoint, MS Excel, MS Visio, Mind Map, Adobe Acrobat – advanced level

Personal qualities:

High level of energy, able to energize, excellent communication and presentation skills, result-oriented, attentive to details, able and eager to work on multiple tasks simultaneously, good time management skills.

Interests & activities:

Photography, active rest, travelling, gym, yoga, reading, drawing

References available upon request.

P.S. In love with my job ☺