



👤 34 years

📍 Chişinău

in

TOP Skills

- **English** · 11 years
- **Copywriting** · 7 years
- **Soft skills** · 7 years
- **Editing** · 4 years
- **Business Communication** · 4 years
- **Customer Account Management** · 4 years

Preferences

- Full-time
- Remote

Languages

- **Romanian** · Don't know
- **Russian** · Fluent
- **English** · Fluent
- **Spanish** · Elementary

Skills

- IT Recruitment
- Sourcing
- Interviewing
- Boolean
- Soft skills
- English
- Copywriting

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

IT Recruiter

About me

- Technical Recruiter, a friendly one:)
- I'm located in Minsk, Belarus and ready to work remotely.
- ?My professional path that shaped me into a recruiter: IT Copywriter - Coordinator of business customer communications - Translator

Work experience

Technical Recruiter · Qinshift · Minsk

September 2021 - Present · 3 years 3 months

Working in a huge international IT outsourcing company, in the recruitment team of 20+ people and having the following responsibilities:

- Owning the entire recruitment process from contacting to signing a contract
- Sourcing candidates for various IT positions using Boolean search logic across different platforms
- Working on the markets of Poland, Moldova, Turkey, Sweden and Switzerland
- Managing candidates in an ATS
- Working in LinkedIn Recruiter
- Conducting recruitment interviews and moderating technical interviews
- Communicating closely with hiring managers: discussing vacancies and priorities, pitching candidates, etc.
- Coordinating internal recruitment projects
- Preparing and conducting internal trainings for the Talent Acquisition team
- Conducting check-in interviews with hired candidates
- Creating job ads with or without ChatGPT's help?
- Being proactive about new processes and unknown issues
- Having efficient yet fun collaboration with my team?

Skills: Interviewing, Sourcing, Boolean search, English, Applicant Tracking Systems, Global talent acquisition, Soft skills, Copywriting, Internal training, IT Recruitment, LinkedIn Recruiter

IT Copywriter · Itransition · Minsk

July 2019 - September 2021 · 2 years 3 months

- LinkedIn Recruiter
- Applicant Tracking Systems
- Global Talent Acquisition

- Creating and optimizing content for Itransition's blog (articles and landing pages, interviews with colleagues) + articles for third-party industry websites, HARO and Quora activities
- Mostly specializing in writing about Salesforce, SAP, CX, retail, and data analytics
- Editing and proofreading

Skills: Copywriting, Editing, English

IT Copywriter · Belprime · Minsk

July 2017 - May 2019 · 1 year 11 months

This position in a software company became my ticket to IT and writing career.

I was responsible for:

- Creating content (articles and landing pages) for the blogs of SEO PowerSuite and Awario and for industry websites
- Editing and proofreading
- Creating landing page concepts for designers
- Setting up email marketing campaigns via Mail Chimp and GetResponse + running A/B testing
- Localizing the company's website (which included outsourcing translators, communicating with them, editing translations, creating screenshots, preparing localized articles for publishing on the website)

Skills: Copywriting, Editing, Content Creation, Localization, English

Coordinator of international contacts department, Translator/Interpreter · Armtek · Minsk

July 2013 - July 2017 · 4 years 1 month

This position became my school of life and work. I mastered communication with people of any role, gender, and age, learnt to prioritize amid a chaos, and solve issues even when it was near to impossible. My responsibilities were:

- Active communication with business partners by email and phone
- Translation of business correspondence, contracts, and technical documents (EN->RU, RU->EN)
- Interpreting of business meetings (also at exhibitions) and seminars
- Taking over the colleague's full share of work during their vacation
- Working with databases (CRM + DMS)

During 4 years of fun and hard work:

- I managed over 100 active accounts and leads
- I visited two exhibitions where I communicated with dozens of manufacturers and dealers daily
- I understood that people were the most important part of any business and did my best to build trusted relationships both with the colleagues from different offices and foreign partners from

all over the world (half of whom I was lucky to meet personally)
- I onboarded new colleagues
- My inbox was always left empty at the end of the day

Skills: Business Communication, Soft Skills, English, Translation and Interpreting, Customer Account Management

Desired industry

- IT, Tech

Education: Higher

Minsk State Linguistic University

Graduated in: 2013

Faculty: Translation and Interpretation

Speciality: Linguist, translator

Courses, trainings

Modern Recruiter

Graduated in 2021

Organizer: Mike Pritula