



VALERIIA BUZHENINOVA

Recruiter, Talent Sourcer,
Junior HR Generalist

CONTACTS



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[Valeriia Buzheninova](#)

EDUCATION BACKGROUND

Mariupol state university

Bachelor's degree Management and Administration

Master's degree Management: Financial and economic security management

Additional courses:

Beetroot Academy [IT HR Generalist](#)

Women For The Future Recruiting course

LANGUAGES

- Russian - Native
- Ukrainian - Native
- English - Upper Intermediate
- Czech - Beginner

ABOUT ME

Organized and skilled at prioritizing daily tasks and planning future ones. Also, have experience in participating and in organizing different kinds of events. Adaptable and quick to learn, with a strong commitment to providing excellent customer service and building positive relationships. Seeking a Junior Recruiter/Junior HR Generalist role to leverage my communication, organizational, and problem-solving skills in contributing to the success of the HR department.

WORK EXPERIENCE

Feb 2024 - Mar 2024 **Slotegrator IT Recruiter**

- creation and publication of job ads, while using appropriate communication channels;
- conducting job interviews;
- giving feedback to candidates at all stages of recruitment;
- active search and addressing of suitable candidates;

Jul 2022 - Aug 2023 **Mezinárodní Svaz Mládeže z.s. Office manager**

- composing correspondence, and drafting new contracts;
- greeting visitors;
- help colleagues with their requests;
- assisting with general administrative duties as needed;
- managing all facets of workspace operations.

Dec 2020 - Jun 2022 **Jewelry store manager**

- work with the range of products in the store;
- ordering and sending goods between stores and warehouse;
- business correspondence with employees of the main office and other stores;
- interviewing with potential candidates; onboarding new staff;
- communication with customers; coordination employees' schedules.

Oct 2019 - Sep 2020 **Fitness club administrator**

- daily communication with clients;
- monitoring feedback, managing social media accounts;
- coordination of work schedules of employees.

SKILLS

- attention to detail;
- team player;
- strong verbal and written communication skills;
- multitasking;
- planning, time management;
- X-Ray and Boolean search;
- result-oriented;
- responsible;
- resolution of conflict situations;
- fast learner;
- conducting interviews;
- CV screening.

COMPUTER PROGRAMS SKILLS

- Microsoft Office tools
- C1
- Miro
- Jira
- Adobe Acrobat
- Google Documents, Tables, Forms
- Slack
- Trello