

Contact

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Top Skills

Communication
HR Consulting
Teamwork

Languages

English (Full Professional)
French (Limited Working)

Certifications

Diplôme d'études en langue française (DELF)- B1
The New Rules of Work
Employee Engagement
Certified Trainer/ Formator acreditat ANC (cod COR: 242401)
Inspector/Referent Resurse Umane (cod COR: 333304)

Crisan Maria Andra

CEO & Founder at Insightful HR Business Solutions
Romania

Summary

HR Specialist with over 5 years of professional experience in IT companies in full cycle recruitment processes. Focused on achieving excellence, understanding business needs, attracting the best talents on the market through competitive recruitment strategies and on building long-lasting, strong partnerships.

Experience

Insightful HR Business Solutions
CEO & Founder
November 2019 - Present
Cluj County

Qubiz
HR Specialist
May 2019 - Present
Cluj-Napoca

Managing end to end recruitment process
Brand Ambassador
Single point of contact for employees
Managing inductions
HR Admin responsibilities
Office Management responsibilities
Improving HR processes and procedures

Paddy Power Betfair
Talent Acquisition Partner
December 2016 - May 2019 (2 years 6 months)
Cluj County, Romania

- Partner with Hiring Managers; stakeholders management;
- Being part of a Global Talent Acquisition Team;
- Maintain collaboration with contractors providers and recruitment agencies;

- Implement recruitment strategies and discuss with Business Partners about workforce planning;
- End-to-End Recruitment;
- Manage the candidate experience from initial conversations through the offer negotiations;
- Propose strategies and drive improvements for building talent pipeline;
- Work on Global Projects alongside other Talent Acquisition Specialists from other locations;
- Reporting and data analysis in Excel;
- Conduct workforce market analysis to drive business decisions like opening a new department;
- Ramp-up 3 new colleagues from recruitment team

Administrative tasks:

- Establishing and maintaining accurate and complete personnel files/record;
- Sending welcome emails to new joiners; participate in signing labor contracts with new hires
- Responding to HR related employee inquiries;
- Responsible for creation of Monthly HR Metrics report;
- Analyzing recruitment metrics (time to hire, no. of filled roles, source of hire) over the past 2 years and holding a retrospective session with Hiring Managers to share results, celebrate together and collecting feedback and insights to drive change
- Holding Hire like a Pro sessions for Hiring Managers (interviewing skills trainings)
- Review and improve current internal talent pipeline tools and propose enhancements for Hiring Managers Portal like new features that would make their experience better and increase efficiency;
- Create visuals in Canva to promote roles internally and externally;
- Brand Ambassador at external and internal events;
- Review and adapt company policies (e.g. referral policy)
- Act as a consultant to managers
- Monitor cost of hire
- Speaker at HR Summit on Cognitive Biases in hiring
- Recommend new software to address recruitment needs
- Mentoring and coaching other team members or Hiring Managers

jpard Solutions

IT Recruiter (project-based)

April 2016 - September 2016 (6 months)

Cluj County, Romania

- Manage End-to-End Recruitment Process;
- Recruitment reporting;
- Redesign job descriptions

YOPESO

HR Specialist

February 2015 - April 2016 (1 year 3 months)

Cluj County, Romania

- End-to-End IT Recruitment for various roles;
- Administrative responsibilities - e.g. prepare labour contracts, calculate salaries and company's costs;
- Conduct IT workforce market analysis;
- Conduct an internal health promotion campaign;
- Reporting;
- Propose recruitment process improvement plans - e.g. redesign reward management system;
- Conduct in-house soft-skills trainings.

Artwin

HR Intern

September 2014 - December 2014 (4 months)

Cluj Napoca

IT & BPO Recruitment Researcher

Projects: SAP ABAP Developer, Java Developer, JavaScript Developer with Angular JS or Backbone JS, PHP/Magento Developer, Sitecore Developer, .NET Developer, ASP.NET Developer, C++ Developer, Accounts Payable with German, HR Officer/Accounts Payable/Procurement Officer with Dutch.

Main responsibilities:

- Sourcing candidates;
- Resume screening and profile selection;
- Participating in all selection process stages;
- Presenting suitable candidates profiles to my coordinator;
- Redesign the candidates profiles for our customers.

Education

Babeş-Bolyai University

Master's Degree, Human Resources Psychology and Organisational
Development · (2014 - 2016)

Babeş-Bolyai University

Bachelor's Degree, Psychology · (2011 - 2014)