

NICOLETA MOCANU

Coach & Trainer



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Bucharest, Romania
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Objective

My professional role is about creating learning experiences for individuals and coaching them in order to achieve their potential. I am dedicated Coach and HR professional, empathic and willing to help employees reach their personal and professional goals. Coaching builds awareness, empowers choice and leads to change.

Summary

- **Over 4 years expertise in delivering Learning Career sessions and Coaching sessions for clients and employees in different industries**
- **3 years experience in implementing Career Coaching Programs and working on Global Programs on Personal Branding and Career Vision; acting as a Facilitator Coach**
- **Over 14 years Human Resources/Recruitment/Learning& Development within the IT industry, target and results driven, good communicator, international expertise**
- **Creative, well-organised, proactive, dynamic and goal oriented with a clear organizational vision, multilingual, used with a target driven environment and high volume of recruitment**
- **An enthusiastic, proactive, agile, commercially focused HR generalist with 10+ years' professional experience. Adept at working within Global HR teams, awareness and experience at navigating cultural nuances.**
- **Familiar working with senior stakeholders within highly matrixed organizations to coach, influence and build relationships to facilitate business growth & corporate strategy.**

PROFESSIONAL EXPERIENCE

Coach& Trainer – nicoletamocanu.ro

November 2018 - Present

I am a dedicated Coach and Trainer, with a big focus on career development and on empowering people to reach their goals. I am working with people willing to grow in their careers, finding a motivation in their life, increasing targets at work or get clarity of their goals.

- I am hosting workshops on the following topics:
- Building a strong career plan
- ReStart your career - for people coming back to work after a long leave
- Developing skills in HR- get to know all the HR functions
- First Time Manager- empower managers to have career conversations with their employees

Feb 2016- Present

Internal Talent Team Leader

Oracle Corporation, Bucharest, Romania

February 2016 – Jan 2019

Talent Development & Employee Engagement

- Building global programs for internal employees interested to develop and grow in their career within the company (FutureYou, AdvantageYOU –Internal First)
- Deliver in house or virtual Career Learning Sessions for employees impacted by an organizational change of internal candidates interested in looking for an internal opportunity;
- Coach internal employees in creating a strong career plan;
- Co-host HR workshops on Career Development , Internal transfers topics
- Organize and lead in house or virtual Internal Career fairs/ act as a motivational speaker;
- Educate managers to implement best recruitment practice and to be compliant with the internal procedures
- Involvement in smaller or larger Redeployment groups across EMEA & JAPAC;
- Work closer with HR leaders or Senior Directors to drive results in the redeployment initiatives;
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Leadership

- Manage a team of 6 colleagues
- Involved in the recruitment of our team members (screening, interview,)
- Responsible for the training of the new joiners (Romania, Singapore)
- Manage the evaluation of the team members
- Manage the workload
- Coaching and mentoring the team members

HR Consultant (UK& Ireland)

Oracle Corporation, Bucharest, Romania

May 2015 – February 2016

RESPONSIBILITIES:

- Act as an HR Business Partner for managers and employees within Oracle
- Create and keep the employee records/files updated in hard copy and electronic version
- Issue various documentation (employee certificates, offer letters, addendums to Contracts of employment etc.)
- Run employment reports, prepare analysis and stats for internal use and as request by local authorities
- Prepare and organize the HR Induction sessions for new hires
- Handle all HR transactions in time for payroll
- Work closely with the Country HR to ensure the integrity of the data
- Enforce HR processes and provides end user support
- Adapts, modifies and updates administrative methodologies, practices and procedures
- Communication to and education of employees regarding Oracle's global HR policies, processes, and systems
- Supports HR managers, Line managers and employees with regards to HR admin Activities
- Manage Compensation Benefits requests from Ireland and UK

EMEA HR Consultant

Oracle Corporation, Bucharest, Romania

October 2012 – May 2015

HR SCC Analyst

Oracle Corporation, Bucharest, Romania

September 2009 – October 2012 (3 years, 1 month)

HR Recruiter

Lugera&Makler, Bucharest, Romania

July 2006 – September 2008 (2 years, 9 months)

EDUCATION

2018- Present

University Titu Maiorescu
Psychology

2008–2010

Oct - Jun

National School of Political Studies and Administrative”
Master: Human Resources Management

2005–2008

Sep - Jun

The University of Bucharest, Romania
Faculty of Business Administration

LANGUAGES

English (Full professional proficiency)
French (Medium working proficiency)

SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook)

Social Networks, Linked In, Monster,

TRAININGS

- **Coaching program “ Coaching pentru campioni “ accredited ICF– Coaching Partners**
- **Train the Trainers-** October 2019 – LinkedIn Learning
- **Career Coaching Certification – Holistic Coach Academy – 2018**
- **Coaching and Developing employees 2019** - LinkedIn Learning
- **18-21st July 2017** DDA Consulting - Personal Leadership and Influence
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- **04-05th of February 2014** Project Management Fundamentals - Cegos International
- **13-14th of April 2011** Delivering Powerful Presentations – Cegos International
- **03-11.2007** German Speaking Course within FIDES Institute;
- **04-10.2007** Human Resources Inspector Certificate
- **04.2009** Work Protection Inspector Certificate
- **29-30.08.2008** Effective Business Communication- Luger& Makler

ACHIEVEMENTS

- **Successfully delivered training sessions on career development**
 - **Developed internal career mobility programs globally**
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