

This CV is anonymous for security purposes - In order to obtain access to this candidate, you must be an identified business

Adrian BOBOCEA

I have 4 years experience in Human Resources Consultancy (selection, recruitment, assesment, career development, organization culture development), specialized in IT&C Recruitment

Work experience

Since
January 2011

Senior Recruitment Consultant

Mission: Within Barnett McCall I am responsible of IT&C Recruitment projects and I have the following roles:

* Manage full cycle recruitment processes for different client from IT, TELCO and Automotive industries.

* Build a team of IT&C recruiters

* Project a professional image of BMR and GiGroup on Romanian job market (for both companies and candidates) by constantly improving the quality of our services.

* Sales and pre-sales activities in order to support the Business Development team

- Identify potential candidates in accordance with job description;
- Arrange interview schedule, ensuring office diary is also updated;
- Interview potential candidates, providing positive/negative feedback;
- Write candidate reports and correspondence, maintaining constant communication lines;
- Complete reference checking for all candidates participating in local and international projects;

Means: In order to meet and exceed expectations, I use the following :

- recruitment tools (job portals, career portals, dedicated HR media online and offline, social & professional networks, personal networking, personal assessment, group assessment, group interviews, career coach skills)

- business development tools : job portals, personal networking, job fairs, my negotiation skills and know how in HR industry.

- marketing tools : a professional speech for each candidate, client company - our large spectrum of services implies but is not limited to : permanent recruitment, assessment centers, temporary staffing, salary&personnel administration.

Appraisal: I recruited for the following positions :

Senior Java Developers

DOT NET Developers

Senior Flash Developer

Web Designer

COLDFUSION Developer

Visual Basic Developer

National Sales Director - TELCO

National Sales Director - Automotive

Brand Manager - Sale Representative - IT

IT Manager - Hotel industry

Technical Director - TELCO

ERP Consultant (SAP, Charisma)

Sharepoint Developer

Test Engineer

CM/DMS Technology Implementation Consultant

July 2010
November 2010

Recruiter

Mission: WNS is an outsourcing company specialized in offering outsourcing services for different industries.: finance and accounting, marketing, market research, logistics, customer service.

My role at WNS is to :

- respect the staffing plan for the 4 months of this determined period contract
- assure a correct assessment process for internal resources appraisal/promotion for higher positions or different project/client.

Means: • Prepares and places external job advertisements and internal job postings

- Maintain records of adverts released and profiles advertised
- Collects recruitment requests from the hiring managers; consults them in recruitment related matters: clearly defining job description and job specifications, setting the ideal candidate profile, choosing the proper recruitment methods and sources, etc.);
- Carry out HR Screening, Administer tests, score tests and follow up on next steps for successful candidates
- Develops selection criteria and the scoring system; develops the interview guides and the evaluation process; schedules and conducts interviews.
- Coordinate Functional Interviews with the relevant parties
- Maintains external and internal candidates database as well as referrals; update the data base with rejected candidates
- Provide management reports for all recruitment activities

Appraisal: I have recruited for the following positions :

Accounts Payable Responsible + English, French, Spanish
Accounts Receivable Responsible + English, French, German, Spanish
General Ledger + English, Spanish
Customer Service Representative (Hotel reservations) + French, Italian, Spanish, French.
SAP SRM Technical Consultant

January 2010
March 2010

French Market - Senior IT Recruiter

People Centric France

Mission: Part of a team of 12 HR consultants, communication and social marketing specialists, based in Bucharest, I contributed with my recruitment knowledge and my business-oriented approach for "social networking" to offer innovative services in recruitment projects for the French Market. In collaboration with other HR consultants and the Project Manager, my responsibilities have included:

- Analyze the demands / criteria for positions to occupy;
- Develop and post job advertisements;
- Conduct research in the database of deals, but also find external sources (via Web 2.0 tools, social networks);
- Select suitable candidates;
- To conduct telephone interviews, Skype or organize conferencing;
- Getting technical tests, logic or language to candidates;
- Propose shortlists and support my choice;
- Follow the candidates and get customer service after the record recruitment
- Provide reports on my weekly activity

Appraisal: I have recruited for the following positions :

Ruby on Rails Developer
Senior Java Developer
Python Developer
XML Developer
System Administrator
Network Administrator
Embedded Software Developer

January 2009
August 2009

IT Recruitment Consultant

Talent Stream

Mission: With a key focus on the excellent quality of the candidate and the speed needed to get that professional in place to support the client's organization.

Means: Working for Talent Stream, gives me the opportunity to manage the entire recruitment process being involved in both the commercial side but also on the recruitment side.

Main tasks:

- building strong and trustful relationships with the client
- delivery of "candidate profile" and "activity reports" to the client
- sourcing candidates, phone interviews, face to face interviews, career advice
- treating each candidate in a professional and constructive way

In our recruitment processes we assessed both the short listed candidates and the hiring manager using LSI and OCI tools from Human Synergistics. The role of this type of assesment is to minimize the risk of wrong hirings or errors in recruitment process.

I consider that motivation and the system of values of every individual is highly important in every recruitment process. Bringing together individuals and companies that share the same values is our aim.

Appraisal: I recruited for the following positions :

Senior Java Developers
SAP Functional and Business Consultants
DOT NET Developers
Test Engineers
System Administrators

August 2007
January 2009

IT&C Recruitment Consultant

Brainspotting

Mission: BRAINSPOTTING is a Human Resources Consulting company specialized in the Recruitment of professionals in the area of Information Technology and Communications (IT&C).

We are servicing our corporate clients by searching, attracting, selecting and presenting the most suitable IT&C specialists in order to complete their teams, as well as consulting them with regard to their present and potential human resources needs.

Means: - Define the Candidate search strategy; Define deadlines
- Candidate direct search, database (local and online) search and networking;
- Direct approach and phone interview (screening);
- Candidate interviews (semi-technical) and selection;
- Candidate Short-List delivery (together with candidate report);

Appraisal: I have recruited for the following positions :

Data warehouse Administrator
Database Administrator
Software Developer (PHP, Java, .NET)
Support Engineer
SAP Consultant
AIX Administrator
Software Architect
Network Design Architect
Project Manager
Web Designer
Telecom Engineer

October 2004
August 2007

Customer Support Engineer

TechTeam Global - Canon Europe

Mission: Provide the best customer service for English and French speaking customers of Canon Europe - consumer products.

Monitor the key performance indicators of a 30members-team from both quantity and quality point of view.

Support the HR department in organizing trainings, team buildings and other corporate events.

Means: Responsibilities, Achievements:

- To offer IT technical support for British, Irish and French customers
- To offer presales and marketing information
- To build and sustain both technical skills and communicational good levels within the team.
- To develop and organize different training sessions and presentations

Diplomas and education

September 2000
September 2004

Christian University "Dimitrie Cantemir"

License Diploma - Majore in International Marketing

Area of specialisation: Economics and International Marketing

September 1996
August 2000

High School "Horia Hulubei"

Baccalaureate - Majore in Foreign Languages (French and English)

Area of specialisation: Foreign Languages (French / English)

Computing skills

Software

Basic System Administration skills (Microsoft Windows, Windows Server, Max OS X)

Basic Network Administration skills(WAN LAN, TCP/IP, DNS, connections)

Adobe Acrobat

Adobe Photoshop

Additional information

TMI - Customer Service

Achieve Global - Professional Selling Skills 2

Human Synergistics - Certified Consultant for the following tools:

- Life Stylus Inventory 1,
- Life Stylus Inventory 2,
- Organizational Culture Inventory

Language skills

French

Speaking competence: Fluent, **Written competence:** Fluent

English

Speaking competence: Fluent, **Written competence:** Fluent

Various

My Hobbies

Foreign Languages and Cultures

HR literature, Motivational books, Life Coaching books

Music (studio production and DJ-ing)

Technology (Gadgets, Computers, Digital Photography)

Sports (Marathon running, Mountain Bike, Triathlon racer)

Travelling