

Olena Herhalo

HR Manager/Recruiter



About me



I'm a well seasoned professional in an HR field who knows how to find balance between business and employees needs. My strengths: the ability to adapt quickly to new conditions, stress resistance, the ability and desire to take responsibility, honesty.

At the moment my focus is on HR positions. I would like to find an opportunity to realize my potential in a large team, where there is a need to work on improving existing processes and implementing new ones.

Work Experience

Nov 2018-till now

HR/Recruiter - Softerra

- The whole recruiting process (selection and implementation of ATS in the work of the recruitment team; requirements gathering, creation of vacancies, search and communication with candidates, interview, organization and coordination of technical interviews, writing feedback for candidates)
- Organization of corporate events (creation and coordination of the budget with management; high marks from employees after each event)
- Improving and implementing HR processes (development of welcome-book for the onboarding process; developed an offer template; conducted, analyzed, and reported on an employee engagement survey and etc.)
- Documentation management (vacations, sick leaves, polls, reports, etc)
- Development and creation of branded products for company employees
- Organization of training events for employees

Jan 2018 - Oct 2018

Recruitment Manager - Tapmedia

- Recruitment
- Managing documentation
- Communication with Heads of departments
- Training of new employees of HR department

Jun 2016 - Jul 2017

HR/Recruiter - Quantum

- Recruitment
- Adaptation and motivation
- Organization of knowledge sharing sessions with external specialists, corporate events, English lessons
- Participating in 1to1 meetings
- Marketing's tasks (managing company's pages in social networks)
- Search of new office and office management

Jun 2015 - Aug 2016

HR/Recruiter - MediaSapiens

- Recruitment (requirements gathering, creation of vacancies, search and communication with candidates, interview, offer creation)
- Inventory of company's facilities
- Adaptation of new employees
- Participating in 1to1 meetings after finish of probation period, performance assessment etc.
- Organization of corporate events
- Creation of company's souvenirs
- Managing documentation (vacations, sick leaves, NDA, etc.)
- Help with relocation of employees

Education

2012-2018

Master's Degree, Psychology

National Aerospace University "KhAI"

2019

Tech:Time

Студия HR решений

2015

IT HR School "ITHunt"

2022

HR Director

LABA

2016

NLP course

Training center "SoFine"

2018

Psychology course

Language

English Upper-Intermediate