



# Sorina Pușcaș

CEO & Founder BUSINESS-CONSOLIDATOR

## Experience

aug.2023-present

Grawe Carat Asigurări SA I Chișinău (on-site)

### HR Manager

- Employee management (approximately 200 employees)
- Recruitment, onboarding, and integration of new employees
- Corporate culture development
- Events organization

dec.2023-jun.2024

JustConsult I Chișinău (on-site)

### Head of HR Department

The main responsibilities in my role as Head of HR Department was:

- Planning and implementing HR strategy in correlation with the company's strategy
- Monitoring and controlling the activity of the HR team consisting of 5 employees according to the objectives set following the definition of the HR department strategy
- Defining the recruitment, onboarding, adaptation, training and exit processes of employees
- Defining internal regulations and procedures
- Creating job descriptions
- Implementing the PeopleForce software and integrating it with HR processes
- Conducting employee eNPS surveys, company values assessment, employee motivation, etc.

oct.2022 - sept.2023

Creativ Soft I Chișinău (hybrid)

### HR Manager

As an HR Manager, I was a key player in all human resources initiatives, encompassing:

- Attracting Top Talent (active Boolean and x-Ray searching of candidates)
- Welcoming and Integrating New Hires
- Performance Evaluation and Career Development
- Inspiring and Sustaining Employee Loyalty
- Developing organizational culture
- Analyzing and monitoring of HR branding strategies
- Organizing all types of events and team-building.

## Contacts

**Phone** +37360718206

**Email** hr.sorina@gmail.com

**Web-site** <https://sorinahr.taplink.ws>

## Education

**2019-2021 Master's Degree**

USM Work and Organizational Psychology

**2012-2016 Bachelor's Degree**

Academy of Police "Ștefan cel Mare" a MAI  
Economic Law

## Trainings

**Smart Solver:**

- HR Metrics
- Recruiting
- Business processes
- IT Recruitment

**Mike Pritula Academy:**

- Современный рекрутер

## Certification

**European Institute of Leadership and Management**

Human Resources Management

**HR Portal**

Human Resources Manager

## Expertise

- HR, Sourcing, head hunting, recruiting
- Boolean & x-Ray searching
- Employee integration and adaptation
- Description and implementation of HR processes
- Analysis, definition, and monitoring of HR branding strategies
- Implementation of HRM in the human resources processes of the company

I'm familiar with the following technologies and tools: MS Office, Google Drive, Slack, Trello, Zoom, Zoho, AmoCRM, Bitrix, People Force, Hurma, 1C 8.3, ZUP, SPSS, etc.

## Languages

Romanian(C2), Russian(C1), English(B1)

# Experience

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nov.2021 - aug.2022

Best People I Chişinău (remote)

## **Sourcer / HR Recruiter / Head Hunter**

Full cycle recruiting responsibilities:

- Discussions/interviews with clients to establish the "candidate profile"
- Creating a "Long-read" announcement for social media networks (LinkedIn, Facebook, Telegram, Instagram) and job websites (rabota.md, 999.md, delucru.md, makler, etc.)
- Actively searching for candidates on LinkedIn and Facebook for national and international companies in fields such as FMCG, Telecommunications, Production, Logistics, Beauty Industry, FinTech, Banking, etc.
- Conducting phone screenings of potential candidates
- Establishing and conducting online interviews on the Zoom platform (competency interviews, case interviews)
- Creating the candidate's profile in the CRM "Zoho"
- Sending the candidate's CV with a report of the interview results, including their hard and soft skills
- Monitoring the candidate at every stage of the selection process within the company and integrating the candidate if they are later hired
- Providing positive/negative feedback to candidates/clients.

mar.2020 - mar.2021

Holding «Comsales Grup / Etalon Plus» I Chişinău (on-site)

## **HR Manager**

Main responsibilities:

- Recruiting candidates for positions such as Commercial Director, Financial Expert, Architects, Lawyers, Marketing Specialists, B2B and B2C Sales Managers, Logistics Managers, Welders, Machinists, Crane Operators, etc.
- Developing and storing the candidate database in Trello
- Integrating and adapting new employees (created the Sales Manager's Guide)
- Managing employees and inputting their data into 1C 8.3 (239 employees at that time)
- Organizing events and celebrations
- Creating exit procedures.

aug.2019 - may 2023

Prosper Capital I Chişinău (remote)

## **Sourcer / HR Recruiter / Head Hunter**

Main responsibilities:

- Recruiting candidates for position: Truck Dispatcher for U.S. market.