

CURRICULUM VITAE

KATARZYNA NOWAK

Address:

E-mail:

Tel.

ul. Nazwa 1/1, 00-000 Warsaw

nowak.katarzyna@domena.pl

+48 500 000 000

PROFESSIONAL PROFILE

- Specialist in the field of recruitment and selection of staff §
- Experience acquired in one of the largest HR consulting agencies in the world
- Comprehensive knowledge of recruitment methods
- Good organization of work - meeting deadlines

PROFESSIONAL EXPERIENCE

10.2009 – present

HR Consulting Company AAA Polska Sp. z o.o./ Warsaw

Recruitment Specialist

- Conducting recruitment of specialists and lower degree managers (selection of applications, conducting interviews, drawing up reports)
- Analysis of positions and personal profiles
- Organization and participation as an assessor in the Assessment Centre projects
- Analysis and interpretation of professional aptitude diagnosis tests

10.2006 – 06.2007

Recruitment Agency BBB S.j./ Poznań

Recruitment Consultant

- Participation in job interviews
- Editing the content of job offers ads (Internet, newspaper)
- Pre-selection of applications
- Acquisition of business clients (building a customer base, development of cooperation offers)

TRAINING

10.2007

DDD S.A./ company Poznań

Trainee in Human Resources Department

EDUCATION

2004 – 2009

Uniwersytet Adama Mickiewicza (Adam Mickiewicz University) in Poznań

Field of study: Psychology Graduate studies

LANGUAGES SPOKEN:

- English - advanced written and spoken (CAE certificate, grade A)

SKILLS

- Very good computer skills: MS Office (Word, Excel, PowerPoint)
- Driving license B category

INTERESTS:

- Dietetics, vegetarian cuisine
- Fitness (pilates instructor)

I agree to have my personal data processed for any purposes necessary to the recruitment process in accordance with the Personal Data Protection Act of 29 August 1997, Dz. U., No. 133 item 883.