

# Katarzyna Kijowska

I am a hard-working, motivated and reliable individual who is able to multi-task and handle pressure. Thanks to my great social skills, charisma and international work experience, I am able to work effectively with different types of people. I always strive to achieve the highest standard possible, in any situation and at any given task.

I am currently looking for an opportunity to utilise my work experience and language skills in a new, challenging working environment.



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London, UK

## Career History

### December 2018- February 2020: Recruitment Coordinator at [AMAZON](#) (London, UK)

- Managing recruiting activities and building candidate relationships
- Organising face-to-face interview panels (EMEA offices and fulfilment centres) and phone screens
- Arranging travel for candidates; facilitating face-to-face interviews in the London office
- Updating candidate records and job postings in recruiting systems
- Providing follow-up correspondence to candidates on recruiting status via phone and email
- Tracking recruiting activities and providing candidate status in a weekly report
- Identifying opportunities for improving candidate experience and scheduling efficiency
- Assisting in the coordination of other recruiting activities as needed, i.e. translation of candidate correspondence or recruitment guidelines

### June 2018- October 2018 (FT contract): HR Advisor at [ROLLS-ROYCE](#) (Krakow, PL)

- Processing reference requests; hiring graduate interns (UK) on Workday
- Answering phone calls related to HR policies/procedures, opening phone requests and redirecting callers when necessary
- Supporting with ad-hoc tasks, such as SAR and e-filing requests; updating personal/bank details on Workday

### October 2017- May 2018: [Career break](#)- travelling and volunteering across Southeast Asia and Spain

### June 2016- September 2017: HR Employee Advisor/ Document Administrator at [MONDELEZ INTERNATIONAL](#)

- Helped with opening the HR Service Centre in June 2016 **(Birmingham, UK)**
- Improvement and translation of the HR systems and policies: translation of the employee website and SOPs into Polish
- Supporting the business across a range of HR activities, from Hire to Retire- looking after employees based in the UK and Poland (factories and business units)
- Processing requests/ providing general information to the target audience on policies and procedures (via email and phone); ensuring accurate collection of case details and employee data
- Providing feedback and proposing improvements to the Knowledge Base (KB) team to ensure the KB was accurate, relevant and accessible
- Managing employees' file, e-filing documents; making sure the documents were filed in the correct folders

## **April 2015- May 2016: Talent Sourcer at [BARCLAYS BANK via Alexander Mann Solutions](#) (Krakow, Poland)**

- Proactive sourcing, screening CVs and interviewing applicants
- Cold/warm calling potential candidates and reviewing new candidate applications
- Reviewing recruitment policies and compliance; weekly/ daily calls with the client to discuss their sourcing needs
- Building talent pools of qualified candidates for live and future roles
- Supporting recruiters with their daily tasks: giving feedback to candidates who were unsuccessful at interview stage, extending job offers, processing offers on Taleo and confirming start dates

## **October 2014- February 2015: English Teacher at [Helen Doron Sagrada Familia](#) (Barcelona, Spain)**

## **November 2012- May 2013: Translator/ Recruitment Support at [Camp Leaders](#) (Lublin, Poland)**

### **Voluntary Work**

**July 2019- present:** European Southern Observatory- translation of social media content

**October 2018- present:** Cochrane Collaboration- translation of medical reviews

**May 2015- September 2015:** Krakow Business Run- Help Desk Support (Krakow, Poland)

### **Internships**

**June 2012- September 2012:** Camp Leaders summer program, Camp Lenox (MA, USA)

**June 2014- August 2014:** Leonardo da Vinci- European Mobility Program; Atlantica Miramare Tourist Resort (Limassol, Cyprus)

### **Education:**

**January 2020- present:** University of Portsmouth, UK- MA in Translation (distance learning)

**2011- 2013:** John Paul II Catholic University of Lublin (Lublin, Poland)- MA in English Philology

**2010:** University of Huelva (Huelva, Spain)- ERASMUS Exchange Program

**2008-2010:** John Paul II Catholic University of Lublin (Lublin, Poland)- BA in English Philology

### **Courses and Certificates**

**2018:** Ave Global, Instituto Cervantes- online Spanish course

**2016:** Social Talent Black Belt Certificate

**2014:** Love TEFL- TEFL Teacher Training Course- online (Leeds, UK)

**2010:** University of Huelva- Spanish Course

### **Additional skills**

**Computer:** Microsoft Office; Oracle Taleo; Avature; Icims, SAP; Workday, CAT; internet user; familiar with different social media tools

**Languages:** English- proficient; Spanish- upper intermediate; Polish- native