



Ivona Ondrackova

Recruiter

Talent Acquisition Manager

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Results-oriented Human Resources Specialist with 7+ years' experience leading onboarding and recruitment processes and attracting talents by utilizing human resources tools and coordinating with Hiring Managers. Adept at optimizing candidate experiences by leading hiring operations, including sourcing and interviewing applicants. Demonstrated expertise in supporting talent development and appealing to potential candidates by utilizing social media platforms, including LinkedIn. Aptitude for overseeing learning initiatives and providing career coaching.

Areas of Expertise

- **Human Resource Management**
- **Recruitment & Onboarding**
- **Talent Acquisition**
- **Research & Development**
- **Search Engine Optimization**
- **Content Creation**
- **Learning & Development Support**
- **Project Management**
- **Social Media Management**

Professional Experience

Vanswers, Tromsø - Norway
HR Specialist / Recruiter / Career Educator

01/2020 – Present

Remote work. Oversee hiring procedures by implementing and utilizing ATS and human resources software. Conducting 360 Recruitment. Identify and recruit freelancers and remote personnel. Provide career coaching for job-seekers – expertise in the areas of freelancing and remote work. Review and augment job applications and resumes, shortlist and interview applicants, and LinkedIn profiles.

- Hired over 130 workers for 14 different brands.
- Developed hiring strategies for 4 start-up companies.
- Supported more than 20 candidates to acquire new jobs
- Grew LinkedIn following from 160 to 500+ in six months.
- Inspired and motivated jobseekers by developing social media content.

WordAgents.com (US), Remote
Hiring Manager

09/2020 – 04/2021

Developed advertisements for available positions, shortlisted applications, and led onboarding procedures for new recruits. Arranged and conducted interviews for candidates. Managed 360 Recruitment software procedures and performed data analysis on applicant details. Support development and implementation of recruitment and marketing approaches. Supported company in the growth process by implementing change management practices.

- Enhanced recruitment operations by developing and implementing new hiring strategy.
- Cooperated on the HR operations system development.
- Hired 100+ copywriters, 20 editors, and array of contract employees.
- Acquired promotion from Recruiter to Hiring Manager in one month.

SteadyGo s.r.o., Czech Republic - Denmark
HR Manager / Project Manager (90% Remote)

2016 – 2019

Established LLT company while studying. Managed recruitment and onboarding process for students, freelancers, and volunteers. Developed and organized learning programs for international students. Oversaw social media and content creation and supported advertising operations. Arranged engagement events, including meetings and webinars, to support clients and conducted public talks.

- Developed a new concept for an onboarding programme of international students in Denmark.

- Arranged and managed 4 educational events a year.
- Created a website and platform to connect international students.

Trenkwalder Czech Republic, Brno, Czech Republic
HR Assistant / Recruiter – 3 months Internship

2018

Conducted research and gathered data about the local labour market to optimize recruitment procedures. Shortlisted applicants. Sourced applicants from the internal database. Created offer letters. Supported team of regional HR managers.

OKAY Market, Brno, Czech Republic
Recruiter / Administrative Assistant

2012 – 2013

Examined client satisfaction data and conducted research to optimize recruitment procedures. Assisted retail department by restocking inventory. Managed administrative and legal contracting operations.

Additional Experience

Administrative assistant/Recruiter/HR assistant, Optimal Energy, Czech Republic

Technical Proficiencies

LinkedIn, 360 Recruitment, Facebook, Instagram, Slack, Asana, Trello, Personio, Namely, JazzHR, Zapier, WIX, ZOOM, Dropbox, G-suite

Education

Human Resource Management: HR for People Managers

University of Minnesota, Minneapolis, MIN

AP Degree in Service, Hospitality and Tourism Management

Lillebaelt Academy, Odense, Denmark

Professional Training

Work from Home as a Virtual Assistant
 The Complete Digital Marketing Course
 Shiatsu massage and Thai passive stretching
 Reiki Therapy level I. and II.
 Hot Stone Massage
 Inifinit Massage
 Chocolate Delight Massage
 Aroma Massage

Licenses & Certifications

Dance Coach and Teacher Certificate, Centrum Tance Praha, 2018

Languages

Czech, Native - English, C1 - Slovak, C2 - Spanish, B1