



RECRUITING PROFESSIONAL
B.SC. ORGANIZATIONAL
PSYCHOLOGY



CONTACT



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EDUCATION



2017 - 2021

Bachelor of Applied
Psychology

Fachhochschule
Nordwestschweiz



LANGUAGE

- English Business, C1 Level
- Japanese Advanced, N2-N1 Level
- French Intermediate, B1 Level
- German Native



PROFILE INFO

- Service oriented Recruiter with 2+ years experience in pharmaceutical companies
- Passionate networker and confident communicator
- Skilled at active listening and reading body language
- Skilled at working with clients to determine the requirements for open positions and develop job postings that attract candidates
- Experienced with screening of CVs and job interviews
- Knowledge of building and improving recruiting processes



WORK EXPERIENCE



Staffing professional

2019-2021

Handwerkspartner Bern AG (Part-time)

- Working together with clients to find candidate fit
- Reaching out to candidates and promote jobs
- Screening of CVs and introduce fitting profiles to candidates



HR Generalist

2021

CSL Behring AG

- Various HR related administrative tasks such as writing of job reference letters and other personnel related documents
- Drafting of job postings based on requirements for job roles



HR Business Partner & Knowledge Manager 2022 - 2023
Hoffmann la Roche AG Switzerland

Staffing

- Working with internal clients to create job postings
- Preparation and execution of interviews at all stages
- Reaching out to potential candidates and reviewing CVs
- Improvement of local recruiting processes by using the critical incidents technique
- Development of Employer branding strategies to attract young professionals, e.g. execution of a market place where candidates could attend and meet with hiring managers

Knowledge Management

- Establishment of a knowledge retention program for leavers including setting up a structured onboarding and offboarding process

Workshop facilitation & training

- Planning & facilitation of various workshops, such as 360 degree feedback, Ideation, design, problem solving & team development workshops



MY SKILLS & EXPERTISE

Statistics



Active listening



Digital aptitude



Marketing



Interviews & Surveys



Workshop Facilitation



HOBBIES

- Reading
- Fitness
- Meditation
- Photography
- Drawing, Painting
- Travelling



FURTHER EXPERIENCES

➤ **Apprenticeship in landscaping Swiss Certificate of Competence** **2009-2012**
Woodtli AG

- Planning and construction of new gardens and parks, including stair building, wall building, and planting in close collaboration with stakeholders and customers
- Garden maintenance

➤ **Landscaping professional** **2012-2013**
Woodtli AG

- Leading a small group of gardeners in the design and construction of new gardens and parks, including stair building, wall building, and planting in close collaboration with stakeholders and customers

➤ **Military Service** **2013-2014**
Sergeant of the Swiss armed forces

- Successfully lead a group of 30 people in the construction of Steel girder bridges under various circumstances
- Experience of planning various operations
- Experience of motivating people under time pressure

➤ **Language teacher German & English** **2015-2016**
GLS Global Language school Osaka

- Development of training plans for students of various levels and motivations
- Continuous improvement of training plans and sharing of learnings with other teachers
- Conduction of group and private lessons

➤ **Civilian Service** **2019**
Psychiatric hospital UPD Bern

- Work with mentally challenged children
- Teaching manual craftsmanship and working on smaller projects with them