

Anca Badilas

Recruitment Team Leader at Misys / Resource Solutions

W: <http://www.worky.com/anca-badilas>

HR professional with expertise in managing recruitment and selection process, sourcing, competency based interviewing, candidate evaluation, relationship management, project coordination, reporting, labor legislation.

Anca Badilas's Professional Experience

2012 - Present

Misys / Resource Solutions - Recruitment Team Leader

2011 - 2012

Misys / Resource Solutions - EMEA Recruitment Partner

- Misys On-Site EMEA Recruitment Partner
 - Point of contact for Hiring Managers from Romania and abroad from the early beginning of a search (requisition approval, sourcing strategy development, offer) to the hiring of the selected candidate (contract signature).
 - Implement sourcing strategies and conduct sourcing activities for EMEA region using various networks.
 - Search, prescreen and interview candidates.
 - Build the short list with selected candidates.
 - Present the preselected candidates to the Hiring Managers.
 - Coordinate the face-to-face interview process and collate feedback from interviewers.
 - Coordinate the offer preparation and presentation process in collaboration with the General Manager/Hiring Managers.
 - Complete Labor Contracts & offer employee support through the process.
 - Manage the interface with external recruitment agencies from abroad to ensure that they understand Misys needs and that they represent the company in the best manner.
 - Make use of SAP technology - follow the requisition approval process, release new roles using the system.
 - Complete recruitment reports when requested by the business.
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Key Skills

Banking Technology, client relationship, direct recruitment, EMEA, Headhunting, In-House Recruitment, Recruitment Process Outsourcing (RPO), reporting, SAP

2010 - 2011

Misys / Resource Solutions - EMEA Recruitment Coordinator

- Misys On-Site EMEA Recruitment Coordinator
 - Keep contact with Hiring Managers in order to keep them up to date with the progress of the recruitment process;
 - Active search of candidates for interview schedule; CV analyzing according to the job requests and company profile;
 - Involve in recruitment projects from the beginning until the placement of the candidate.
 - Complete interview reports for each suitable candidate.
 - Participate at job fairs; develop brochures and posters for different University presentations
 - Assist with all admin surrounding candidates prior to employment
 - Prepare and maintain recruitment activity reports (EMEA region)
 - Ensure full procedures and processes are in place for the on-site team and are fully documented
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Key Skills

Banking Technology, client relationship, direct recruitment, EMEA, Headhunting, In-House Recruitment, Management Information Reports, Recruitment Process Outsourcing (RPO), SAP, sourcing

2008 - 2010

Donau Consult - Researcher & Consultant

- Keep permanent contact with clients and candidates; maintain relations with candidates
- Continuous research for different industries according to the on role projects (experience in Transport & Logistics, Oil & Gas, Energy, Banking, FMCG, etc.)
- Prepare reports for different projects and statuses

- Direct search, Headhunting
- Screening the CV's
- Creating recruitment announces
- Support the team in projects and presentations
- Update continually the database of the company

Key Skills Banking, direct recruitment, FMCG, Headhunting, recruitment, Reports, sourcing, Transport

2006 - 2009 **WU Executive Academy - Program Assistant**

- Manage inventory of office and instructional supplies
- Provide all the necessary documentation for the lector, Program Manager and students
- Prepare all the class documentation
- Maintain relationship between the program sponsors, the University and the students
- Prepare different market studies according to the university requirements
- Coordinate program components, support needs and materials for the purpose of delivering services which conform to established guidelines
- Procure supplies, equipment, facilities and/or staffing for the purpose of meeting the requirements of the University

Anca Badilas's Education and Qualifications

2010 **Bachelor/Degree - Master, Project Management**
Academia de Studii Economice din București

2008 **Bachelor/Degree - Bachelor, Business Administration**
Universitatea din București

Anca Badilas's Additional Information

Links

Resource Solutions - <http://www.resourcesolutions.com>

Misys - <http://www.misys.com>

Linkedin Profile - <http://www.linkedin.com/pub/anca-badilas/7/63b/4a0>

Interests

- Organizational development
 - Performance management
 - Process modeling (BPM)
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