



Severina Cojocar

HR and Talent Acquisition

📍 London, UK

✔ Severina is **Available to work**

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Work Preference

Location: Not looking to relocate

Pattern: Open to Full time or Part time work

Employment: Freelance Assignments, Hourly Consulting, Permanent Positions

Skills

Organizational Administration (Advanced)

Creativity Skills (Advanced)

Time Management (Advanced)

Problem Management (Advanced)

Service Delivery Management (Intermedi...

Professional Communication (Advanced)

Languages

English (Fluent)

Romanian (Native)

Russian (Fluent)

About

PROFESSIONAL SUMMARY

BRANDS WORKED WITH

1000hea Ds

Capital S Taffing Ltd

Gucci and Dior Harrods

Redrock Ltd

Tvg Hospitality

Experience

● People & Culture

Tvg Hospitality | Apr 2022 - Sep 2022

Tracked and communicated project status, timelines, budgets and action items from project inception to delivery. Enhanced talent acquisition and recruitment process using range of platforms to access top quality talent. Managed recruitment and onboarding of 80+ employees. Handled employee enquiries and complaints, escalating issues to managers when needed. Liaised with recruitment agencies to source quality candidates. Ran payroll processes and updated employee benefits details. Conducted employment and compliance checks. Prepared for changes to legislation due to Brexit, creating in-depth action plans to ensure smooth transitions. Facilitated employment offers and drafted contracts.

● Junior Project Manager

1000hea Ds | Sep 2021 - Dec 2021

Organised financial and operational data to help with yearly budgeting and planning. Collaborated with cross-functional teams to draft strategic, realistic project schedules and plans. Delivered projects on time and under budget. Managed project scope and deadlines using PRINCE2 method.

● HR Generalist

1000hea Ds | Aug 2021 - Sep 2021

Managed HR calendar to deliver optimum performance management and training schedule. Provided urgent response to managers on matters relating to general HR queries. Enhanced onboarding processes by preparing induction packs and setting up IT profiles for new starters. Coordinated induction training and onboarding procedures for new starters. Assisted HR team with general administration such as minute taking, proofreading and data entry. Completed new joiner onboarding documentation and reference checks.

● HR & Talent Acquisition Officer

Capital S Taffing Ltd | Sep 2016 - Feb 2021

Maintained accurate and detailed compliance records. Reviewed and resolved complaints to uphold positive company reputation.

● Brand Manager

Gucci and Dior Harrods | Mar 2015 - Feb 2016

Professional Profile – London, England. Maximised customer engagement and satisfaction by delivering excellent customer service. Developed ongoing programmes using good team communication and collaboration. Maximised revenue by strategic upselling of higher margin items.

● Marketing and Sales Executive

Redrock Ltd | Sep 2013 - Mar 2015

Stimulated customer interest, conducting product demonstrations to highlight unique features. Constantly exceeded customer expectations by finding cost-saving options, resulting in savings. Facilitated effective follow-up by creating and maintaining accurate sales records in Salesforce.

Applied positive customer service approach to increase satisfaction levels.

Education & Training

2011 - 2013

● ULIM

Master , Marketing