

## **OLENA KARIUK**

**Email:** helenhire@protonmail.com

**Location:** Melbourne, Australia

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### **EDUCATION**

- Bachelor of Arts (Translation and Interpretation) from Kharkiv University of Humanities “People’s Ukrainian Academy”
- DPT Business School, the American English
- IELTS 8.0 (November 2022)

### **PROFESSIONAL EXPERIENCE**

**Oct 2022 - Now, Self-Employed (Melbourne, AU)**

**UA-EN-RU Translator**

- Work on translation projects (documents, diaries, video transcription, etc.)
- Use InqScribe for documentary transcription and subtitling, and provide its translation

**Apr 2022 - Sep 2022, Funded.club (Melbourne, AU)**

**Senior IT Recruiter**

- Helped startups hire talent
- Communicated directly with clients to understand their recruiting requirements
- Conducted online interviews with potential candidates
- Scheduled client interviews

**November 2016 - March 2022**

**Maternity Leave**

**June 2014 – October 2016, Dev-Pro.net (Kharkiv, UA)**

**Senior IT Recruiter**

- Leveraged various sourcing techniques and strategies to provide high-quality candidates for open positions
- Conducted candidate interviews
- Worked on recruiting process improvement by implementing an ATS system and developing additional sourcing techniques
- Managed relationships with candidates, company management, and colleagues across different companies
- Assisted Project Managers and technical specialists with the creation of job descriptions in English
- Took part in technical conferences held by the company
- Prepared test tasks for some non-IT positions in English (Attorney in Law, Personal Assistant, etc.)
- Conducted performance review meetings, and wrote articles for the company blog in English

**October 2010 – June 2014**

**TEAM International (now Catapult Solutions Group), Ukraine outsourcing to the USA (Kharkiv, UA)**

**US IT Recruiter**

- Worked remotely for the US division of the company and recruited US candidates for various positions within US companies that operate in retail, medical, financial, and other domains
- Sourced candidates via LinkedIn, Monster, Indeed, Google, personal connections, etc.
- Performed initial phone screens/interviews
- Provided resume formatting to comply with company’s standards
- Performed background checks and prepared new hire paperwork

**Sep 2010 - June 2012, Livingston Research**

**Writer**

- Write essays in English on different subjects for clients all over the world.