

Dan-Octavian Cătană

I'm looking for a fixer-upper with a solid foundation. I am willing to tear down walls, build bridges, and light fires. I'm not afraid to start from the beginning.

HR professional specialized in recruitment and selection.

I consider myself a self-motivated professional and problem solver with strong interpersonal skills. I have the ability to interact and communicate effectively with people from various backgrounds.

Availability for start: immediately

Availability for residence changing: in the country and abroad

Availability for business travels: more than 50% from my working time

Work experience

Since
July 2009

Trainer

G4S Romania

Mission: G4S is the world's leading international security solutions group

G4S...

- * specialises in outsourced business processes where security and safety risks are considered a strategic threat
- * assesses current and future risks and develops secure solutions to minimise their impact
- * works across a wide range of geographic markets and business sectors
- * is a major provider of risk management and protection to governments and businesses around the world

Appraisal: * elaborates induction programs for new employees and for those who are promoted

- * monitors exactly the attending professional development programs
- * designing training programs for the new positions
- * keep track of training contracts
- * responsible for recruitment and selection of vacancies
- * identify training needs for new employees
- * develop and update training programs
- * responsible for budgeting of his activity
- * administrative responsibility and material quality of the organization and delivery of training programs
- * supervises and monitors the way of solving complaints
- * solving the complaints sent directly to Human Resources Management Department

January 2009
July 2009

Recruitment Officer

Talent Stream

Mission: Modern recruitment and talent management practices require greater professionalism and service standards than the ones currently existing on the market. Customers require greater expertise in specific professional job positions and a stronger systematic approach in the assessment of candidates. The market demands that Recruitment Consultants have a much deeper understanding of the behaviors, knowledge, skills and attitudes for specific job positions now.

Means: Working for Talent Stream, gives me the opportunity to manage the recruitment process and to learn a lot of new things.

Appraisal: * creates new accounts in database – checks if the person already exists in system, creates new positions in system

* press monitoring

* answer e-mail/telephone

* follow-up if the individual client access and updated personal data

* searches on the internet information about client company

* checks and updates short company description

* assures that individual clients fill in their career details

* creates standard folders

* uploads position specification and resumes

* makes sure that each folder contains all correct and necessary project information when a project is finalized

* searches CVs in LinkedIn, Bestjobs, Ejobs - validates CVs with HR consultants

October 2007
December 2008

Recruitment Specialist

RTC HOLDING

Mission: RTC Holding SA engages in business-to-business sales, retail, telecom, information technology and office equipment, books, office accessories, food and beverages, production, audio-video media, mass-media and advertising, transport and logistics, information technology solutions, and real estate and construction businesses. RTC Holding SA is based in Bucharest.

Appraisal: * Managing the recruitment process for various kind of jobs–

* Analyzing the recruitment channels

* Inform applicants of job openings and details

* Interview job applicants to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills.

* Job analysis for each position

* Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches.

* Select qualified applicants or refer them to employers, according to organization policy.

* Perform reference and background checks on applicants.

* Maintain records of applicants not selected for employment.

* Contact employers to solicit orders for job vacancies

* Conceiving and sending assessment reports for the candidates purposed for the final interview to hiring managers

* Managing the employees' database and reporting about recruitment activity.

Diplomas and education

October 2007
February 2009

National School of Political and Administrative Studies, Bucharest, Faculty of Communication and Public Relations

Master's Degree

Area of specialisation: Human Resources Management

October 2003
June 2007

**National School of Political and Administrative Studies, Bucharest,
Faculty of Communication and Public Relations**

Bachelor Degree

Area of specialisation: Communication and Public Relations

Computing skills

Software

MS Office
Adobe Acrobat
Adobe Photoshop
Corel Draw

Additional information

Achieve Global - Professional Selling Skills 2
Human Synergistics - Certified Consultant for the following tools: Life Stylus Inventory 1, Life Stylus Inventory 2,
Organizational Culture Inventory

Language skills

French

Speaking competence: Intermediate, **Written competence:** Intermediate

English

Speaking competence: Fluent, **Written competence:** Intermediate