

SANDRA CONSTANTIN

Curriculum Vitae



Senior Human Resources Professional

Email:

sandra.constantin@yahoo.com

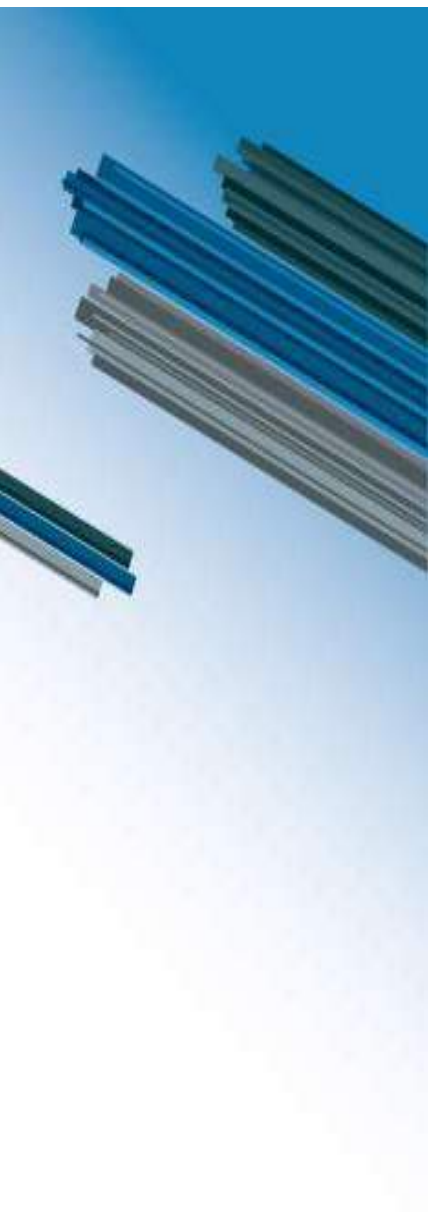
Contact:

+ 40 760 231 639

Skype:

sandra.constantin

QR Code:



ai

er.Com

SANDRA CONSTANTIN

Mobile: + 40 760 231 639 ~ **E-Mail:** sandra.constantin@yahoo.com

Str Dumbrava Noua, nr 84, Bl M 901, Sc S, Et 7, Ap 19, Sector 3, Bucharest, Romania

CAREER OBJECTIVE

I am currently seeking full-time employment in the human resources field and areas of relevant business with related competencies. Dedicated individual focused on the consistent, exceptional delivery of quality customer service. Candidate offers a positive attitude and willingness to give 100 per cent that will be an assured asset to your business and ongoing corporate and entrepreneurial pursuits.

CAREER OVERVIEW

With over 11 years of comprehensive experience working for the European Union and NATO in



- Performance-driven and people oriented professional with rich and extensive experience in Human Resources Management, Recruitment, Sourcing & Development, Performance Management and Compensation & Benefits, contributing to the firm's strategic goals by the provision of effective human resources management;
- Highly experienced in implementing HR policies, systems and practices; expertise in ensuring smooth running as well as enhancement of centralized HR process operations in alignment with business operations; a creative thinker, problem solver and decision maker who effectively balances the needs of employees with the goals of the organization;
- Maintain effective professional relations with staff across all hierarchical levels in the organization on day to day matters through career counselling, role enrichments, feedback sessions & disciplinary proceedings; effective in empowering employees to voice their opinions / grievances on a common platform;
- Proficient in managing modern HR Systems and maintaining harmonious employee relations by building strong culture and cultivating values of the organization; expertise in leading the integration of activities and services across Human Resources to ensure that staff are effectively deployed, motivated and retained to deliver excellent service;
- Exceptional leadership skills with a flexible attitude, great communication skills, relationship management, legal issue interpretation and problem solving oriented; possess excellent interpersonal, analytical and interpersonal skills with proven ability in establishing quality systems / procedures and managing resources.

KEY COMPETENCIES

- **Communication skills** – an exceptional listener and communicator who effectively conveys information verbally and in writing; a fluent speaker of three foreign languages: English, French and Romanian;
- **Negotiation skills** - my goal is to find an acceptable middle ground so that the two parties will be satisfied with the outcome;
- **Organization** - highly developed organizational and time management skills;
- **Multitasking** - flexible team-player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects;
- Demonstrated talent for identifying, scrutinizing and improving complex work process through highly **analytical thinking and analysis**;

- **Conflict management skilled and problem solving individual** – proven relationship builder with unsurpassed interpersonal skills put to work to solve any arising conflicts;
- **Discrete and ethical**- excellent knowledge of confidentiality practices;
- **Computer literate** performer with extensive software proficiency covering a wide variety of applications.

WORK HISTORY

Employer: EUROPEAN UNION

Aug 2010- Present: EUJUST LEX-Iraq as Human Resources Officer

Jan 2009 – May 2010: EUPOL Afghanistan as Human Resources Coordinator

Common Key Deliverables:

- Structured and implemented innovative policies on strategic HR and change management; designed HR solutions for organization based on business needs; monitored effectiveness of HR initiatives and the achievements;
- Resourced both internal and external manpower; wrote job descriptions, evaluated the skills required, identified the possible sources, recruited the best candidates, negotiated & fitted them into the system ensuring as well cultural fit with the organization;
- Identified training needs through needs analysis; designed and delivered training modules for different levels based on Needs Assessment Survey; maintained the training database;
- Formulated & implemented incentive & other remuneration policies; administered salary negotiations, payroll system, various benefits & long term plans for employees;

Contributions:

- Introduced personnel database creation for streamlining HR operations and made tracking the progress of employees an easy task;
- Contributed to the development of the Human Resources operational procedures manual;
- Improved the communication between the different offices of the Mission located in different regions of the country by organising regular Skype meetings and visiting the respective offices every few months;
- Introduced an induction training concept for all new comers in the organization;

Employer: NATO

Nov 2009 – Jan 2011: NATO HQ as Consultant (Financial matters)

Aug 2005-Aug 2008: SHAPE as Training Coordinator for NATO Partner Countries

Contributions:

- Accountable for the follow-up of financial databases and preparation of financial documents such as the budget and payment requests, bon de commande, pro-forma invoices for different payments ;
- Assisted with the preparation of financial documents related to official NATO international call for bids (drafting, evaluation and selection reports of bids);

- Coordinated visits and courses of Partner Nations representatives according to the training yearly planning offering them both administrative and logistic support (accommodation, flights, visa);
- Provided training, guidance and policy direction to new comers;
- Prepared missions and internal/external training for staff dealing with travel and hotel reservations, route planning, expense and reimbursement claims.

PRECEDING ASSIGNMENTS

May 1998 – Aug 2005: Main Air Operational Centre, Romania as Human Resources Officer

VOLUNTARY CONTRIBUTIONS

Save the children, Romania and Red Cross, Belgium

Contributions:

- Assisted in the organization of numerous events representing the two organizations working in a team of 4-6 volunteers;
- Recommended improvements to increase exposure to increase overall effectiveness of campaigns by using a variety of media such as: brochures, flyers, newspapers, television and email advertisements;
- Attracted numerous new members and increased volunteers participation and donations through the promotion of the special events.

EDUCATION

- **Master degree in Communication and Public Relations** from *The National School of Political and Administrative Studies, Bucharest, Romania –June 2004*
- **University degree in Marketing and Foreign Commerce** from *The Academy of Economic Studies, Bucharest, Romania – June 2002*

TRAININGS & CERTIFICATIONS

- **Diploma- UKSU, NATO, Belgium** (Power Point, Word, Excel, Access) - **2008**
- **Diploma - Hostile Environment Training - 2010**

PERSONAL INFORMATION

Date of Birth: 29th October 1978
Linguistic Proficiency: Romanian (Native), English (Fluent), French (Fluent), Spanish (Intermediate) and Italian (Basic)
Driving License: Valid Romanian
Nationality: Romanian



Dubai-Forever.Com