Contact

Bucharest, Romania
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Top Skills

Team Management
Team Leadership
Telecommunications

Languages

English
Turkish

Leila Popovici

Program Director at Corul National de Camera Madrigal - Marin Constantin
Bucharest, Romania



Summary

Experience

Corul National de Camera Madrigal - Marin Constantin
Program Director
February 2018 - Present (2 years 1 month)
Bucharest, Romania

AMA_XPERTEYE ROMANIA
HR Manager
November 2016 - Present (3 years 4 months)
Bucharest, Romania

Advanced Mobile Applications
11 years 6 months

HR Manager
August 2010 - October 2016 (6 years 3 months)

Elaborating the HR strategy - Manage recruitment and selection of all new AMA employees, salary policies, motivational programs, evaluation system, for entire company
Managing the hiring / termination files, elaborate and update job descriptions (in accordance with organizational levels, job’s purposes, flexibility and following detailed discussions with departments managers), organizational chart and HR policy and specific procedures, follow-up for HR procedures efficiency
Provide consultation to management on employee relations issues, and manage all disciplinary issues within the company
Management of Health and Safety for the company including risk assessments, revisions of policy and procedures;

Management of the full recruitment process including sourcing strategy; interviewing on both technical and personal level; reference checking; making offers to candidates; driving and delivering induction training
Actively participate in the long term business planning process in order to align the human resources strategy in accordance with the business plans.
Elaborating databases (of employees and candidates) and permanent maintenance and improvement of records
Developing the Performance Appraisal procedures and forms in line with corporate guidelines and implementing them within the company. Coordinating the process for performance evaluation and ensuring that all deadlines are met, documentation is properly followed and archived, and the assessment process is fair and accurate; interpretation of the results and providing guidance to management around the company on how to improve the performance on all levels.
Ensuring full legal compliance in all HR practices under area of responsibility; make sure that all personnel administration & payroll proceedings are correctly followed-through
Managing training session with the employees on a regular basis – e.g. induction training; health and safety training, evaluations performance training

HR Specialist
June 2008 - August 2010 (2 years 3 months)

Involved in Human Resources activity. Work Contracts, Additional Acts to Work Contracts, decisions, certificates, recruiting and personnel selection, organizing interviews, managing personnel data base, time sheets, personnel training and professional development, personnel evaluation, office equipment handling and others

Quality Assurance Specialist
May 2005 - June 2008 (3 years 2 months)

Quality assurance for mobile applications (software testing on different platforms and performing the necessary documentation)
Employee’s representative since August 2006 (finding solutions to resolve employee issues before they become problems regarding the vacations, salaries, conflicts with organization, etc., and the negotiation of the Collective Contract)
Trainer responsibility since May 2006 (the making and the upholding of the training program)
HR substitute (in charge with the QA evaluations and the QA recruitments, and the organization process of special events)

I had a 2 months assignment in New York (August- October 2006) for the purpose of finishing the projects started in Romania and exchange of experience.

Education

The National School of Political and Administrative Studies

Bachelor's Degree, Management · (2011 - 2014)

Polytechnic University of Bucharest

Master's degree, Faculty of Entrepreneurship, Engineering and Business Management: Human Resources Management · (2010 - 2012)

The National School of Political and Administrative Studies

Master's degree, Faculty of Communication: Master of Managerial Communication and Human Resources · (2010 - 2012)

Academy of Economic Studies Bucharest

Bachelor's degree, Didactic personnel preparing department Psycho pedagogy and Economy · (2004 - 2008)

Academy of Economic Studies Bucharest

Bachelor's degree, Finance, Insurance, Banking and Stock Exchange Faculty · (2004 - 2008)