

Kate Mihaylova

Human Resource Coordinator / TA Advisor

Aurora, CO 80016

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(303) 8845868

HR professional experienced in talent acquisition, employee relations, compliance programs, benefits administration, and HR operations strategy support to include all areas of HR. Strong focus on customer service, building effective relationships and communication, data management and workforce analytics.

Authorized to work in the US for any employer

Work Experience

Talent Acquisition Advisor

Orica - Watkins, CO

October 2017 to Present

Orica is global providers of commercial explosives, serving the mining, quarrying and construction industries around the world, with more than 10,000 employees worldwide.

- High-volume full-cycle recruiting of positions, transfers and promotions in US and Canada.
- Development staffing plans, market analysis and recruiting strategies to fill critical vacancies.
- Post, source, interview, and offer management for all open positions.
- Actively engage candidates on social networks and job boards.
- Administration of all pre-employment background checks, medicals, and drug screens
- Report key TA KPIs, dashboard and weekly reports.

Human Resource Coordinator / Recruiter

MasTec Advanced Technologies - Centennial, CO

March 2014 to September 2017

MasTec Advanced Technologies is the leading supplier of communication solutions to companies such as DIRECTV and AT&T.

- HR administration of employees files.
- New hire orientations, internal transfers, position management, off-boarding and terminations.
- Posting all internal and external job openings, manage candidate experience, background checks and offer negotiations.
- Schedule interviews, HR events, travel and maintain training schedules.
- I-9 verification, EEOC audit and reporting, hiring decisions and adverse action plans.
- Worked on various HR project including implementation of HR software and testing, recruiting handbook, process drafts and HR reporting dashboards for business review meetings.

Human Resource Coordinator

Seven Step/Motion Recruitment - Boston, MA - Denver, CO

July 2013 to January 2014

- Schedule all interviews, travel arrangements for candidates
- Draft all offer letters and background checks
- Provide administrative and recruiting support to the TA team.
- Welcome new hires and send onboarding emails
- Job postings and advertisements

Customer Services Representative

Wells Fargo Bank - Centennial, CO

October 2012 to July 2013

- Provides prompt quality customer service along with support to bankers and store management

Education

Professional in Human Resources in PHR

HRCI

2019 to Present

Master of Human Resource Management in Human Resource Management

University of Groningen - Groningen, MN

Skills

Talent Acquisition (5 years), Onboarding (4 years), Interviewing, Sourcing (4 years), Reporting (4 years), Taleo, Interview, Human Resource, Recruiting, HR, Human Resources, Employee Relations, recruitment, benefits, HRIS, Bilingual

Links

<http://linkedin.com/in/katemihaylova>

Certifications/Licenses

Talent Acquisition Strategist

Present

Through better, more consultative relationships with hiring managers, a strategic view of workforce planning and analytics that lead to business outcomes.

Additional Information

- Proficiency in MS Word, Excel, Outlook, PowerPoint.
- Experienced with Taleo, SuccessFactors and Ceridian.
- Strong interpersonal and relationship building skills.
- Detailed oriented, organizational and process-driven minded.