**Ortensia Oancea**

 ortensia24@yahoo.com

 07884878728

**Personal statement**



Responsible, organised and dedicated psychologist with very good communication skills, sociable, hardworking who possessing experience working whiten mental health sector with adults, children and adolescents affected by emotional difficulties, my developed interpersonal skills of being a team player and independent in same time, able to work effectively at all times.

**MadiganGill - Recruitment Manager ( March 2022 - Present)**

My tasks were as follows:

* Inspire the team and create a fun culture by introducing incentives
* Drive results and keep track of team performance by people scorecard stats/targets
* Report on recruiting metrics (e.g. staff hired, time to hire, source of hire and cost per hire)
* Build great working relationships with Senior Operations team and forecast future hiring needs
* Stay up to date on labour legislation and inform partners about changes in regulations
* Recruitment for construction sites including resourcing, screening, first interviews
* Presenting exceptional shortlist to Hiring Manager and responding to successful & unsuccessful candidates
* Organise and participate job fairs and career events to widen the candidate pool
* Recommend ways to improve our employer brand and work
* Every morning I will run a check to assure that all candidates were on sites.
* I post different jobs vacation on different platforms such as : Indeed, CV Library, BroadBeen etc.
* I was sending emails to the managers with the list and all the details of the guys who were starting work.
* I will solving the candidates’s issues regarding their payments effectively.

**Crewit Resourcing –Recruitment Resoucer/Administrator**

**(March 2021- March 2022)**

My tasks were as follows:

-I received email requests from site managers with how many people wanted to send them to the site (ex: general laborer, electricians, handyman.etc)

I post these jobs on Indeed, CV Library ... etc.

I check the CVs and the people who met the job requirements, if they had the qualifications, experience, and documents.

I received the documents and registered them in a database, various computer programs.

I was sending emails to the managers with the list and all the details of the guys who were starting work.

On Monday I received the timesheets, with their names and hours worked.

I check them and send them to the payments department.

I have computer skills, I am hardworking and responsible.

I am available to start work asap.

**Security officer for Amazon-London (October2016-March 2021)**

To control access, issuing visitor/contractor security passes and record and monitor the visitors book according to the client requirements. • To patrol the premises and specified areas as requested in the site specific assignment instructions. • To secure the premises and the setting and un-setting of alarms as specified in the site specific assignment instructions. • To issue temporary staff passes and alert the host of visitors arrival. • To maintain the daily log sheet. • To respond and react to any incidents or security issues that may arise, via all communication methods. • To actively assist in weekly fire alarm tests. • To log system faults that occur with the helpdesk and advise relevant contractors / engineers.

**•Primary School Dragasani-secondary teacher (Romania-Jan 2015-Dec 2015)**

•Planning, preparing and delivering lessons to all students in the class;

• Assigning work, correcting and marking work carried out by his/her students;

• Assessing, recording and reporting on the development, progress, attainment and

behaviour of one’s students

• Promoting the general progress and well-being of individual students, groups of

students or class entrusted to him/her

• Providing or contributing to oral and written assessments, reports and references

relating to individual students or groups of students

• Maintaining good order and discipline amongst students under one’s care and

Safeguarding their health and safety at all times

• Providing the necessary information and advice to every personnel in the

school

**Oancea Ortesia Private Psychologist (Dragasani, Romania) Feb 2012 – Dec 2014**

* My responsibilities were to identify psychological, emotional, or behavioural issues, and diagnose disorders, using information obtained from interviews, tests, records, and reference materials. Discuss the treatment of problems with clients. Counsel individuals and groups regarding problems such as stress, substance abuse, and family situations, in order to modify behaviour and/or to improve personal, social, and vocational adjustment.

Key Skills



**•**Children Psychology

**•**Adults Psychology

**•**PC Operator

**•**Microsoft office (Word, PowerPoint, Excel),

**•**Fully qualified first-aider

**Qualifications:**

**•**QTS-Aug 2017 (5-16 years)

**•**Certificate in free practice of work ethics psychology

**•**Certificate in free practice of transports psychology

**•**Certificate in free practice of Security and National safety psychology

**•**Master in analysing and combating Crime -University Lucian Blaga Sibiu

**•**Master degree in education- University Lucian Blaga Sibiu

**Education**

**School Name:**

**•**High School, “I.C.Bratianu” Dragasani Romania 1993 - 1997

•Master Degree-University of “Lucian Blaga” (Sibiu, Romania) 2010 -2012

•University of Sociology Psychology, Psychology qualification.

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**Hobbies & Interest**

I like Cars (I have driving licenses category B), Fashion, Movies, Music, Reading Books, Working in my garden.

**References**



References are available upon request.