Valeriu Altanova (Mr.) 514-333-3333

1212 du Lac Road valeriu.altanova@hec.ca

Montréal, QC H2C 3G9 www.linkedin/in/valeriualtanova

Canadian Citizen (optional)  **Languages**: French, English

# Education

**Certificate in Human Resource Management**, **HEC Montréal** **April 2019**

* Grade point average: **3.7/4.3.** *Indicate only if superior to 3.4/4.3***. Two citations of excellence.**

**Bachelor’s in Administration, Université St-Cyrille et Méthode, Bucharest**  **2011**

***Equivalence of the* ministère de l’Immigration, de la Diversité et de l’Inclusion**– university, undergraduate level

# Professional Experience

### Sales Associate, Boutique Laflamme (Montréal) 2017 - 2018

**Personnel Manager, Realiza (Bucharest, Romania) 2013 - 2016**

*(Multinational company in the fashion industry established in as many as ten countries,\*\*\*\* in sales revenue)*

### Managed the whole recruitment process lifecycle. Managed the group insurance plans. Participated in the development and implementation of policies, programs and procedures in health and safety and workplace relations.

* **Accomplishment:** proposed various improvements in terms of staffing tools, processes and practices reducing by 30% the time investment for recruitment

**Human Resource Officer, Flash (Bucharest, Romania)** **2011 - 2013**

*(Telecommunication company with close to 200 employees, \*\*\*\* in sales revenue)*

Prepared employee payroll and ensured its follow up. Prepared job postings, completed pre-selection and participated in interviews.

* **Accomplishment**: recommended the implementation of a new computerized system to process employee payroll which greatly improved productivity

# EXTRACURRICULAR ACTIVITIES/ DISTINCTIONS

Recipient of the **merit scholarship** awarded by the *Ordre des conseillers en ressources humaines agréés – Desjardins* **2018**

In recognition for the **academic involvement** of a student at the undergraduate level and for the excellence of the their **academic record**

Volunteer for the **Resume Clinic** of the **Career Management Services** **and the *comité GRH*** **winter 2018**

HEC Montréal

* Revised close to 15 CVs of students completing their Bachelor’s in Business Administration
* Met with students to provide feedback on improvements to bring to their resume

**Business volunteer** with the **Chamber of Commerce of Metropolitan Montreal fo**r Stanbec Inc. **winter 2017**

* Worked collaboratively in the recruitment process of 10 interns

**COMPUTER SKILLS**

**MS Project, knowledge of HRM systems,** MS Word, Excel, PowerPoint, Access