Amira Halac



Personal Information

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Work Experience

Managed Services Recruiter – RWS Moravia (Oct 2018 – present)

Main responsibilities:
Understanding and fulfilling applicable HR standard practices as well as procedures required by the project for which is involved. (e. g. internal processes flows and tools used within them).
Creating, understanding and publishing Job Ads.
Achieving Recruiting team's goals according to procedures and best practices of the area.
Executing recruitment tracking and recording activities to hold information updated (Databases, Status Reports).
Ensuring all relevant information is available for everyone involved.
Providing regular updates to parties involved (internal clients).
Analyzing client-specific requirements related to recruitment process

Managed Services Recruiter Jr – Moravia (Jul 2017 – Oct 2018)

Main responsibilities:
Identifying suitable resources for external clients.
Qualifying and onboarding resources providing assistance throughout the process.
Providing follow-up throughout the assignments.
Updating the database with all relevant information.
Reporting to the Project Manager.
Assisting multiple Project Managers in their searches, recruiting technical and linguistic roles.
Mentoring newcomers.

Managed Services Sourcer – Moravia (May 2017 – Jul 2017)

Main responsibilities:
Identifying suitable resources for external clients.
Updating the database with all relevant information.
Reporting to the Project Manager.
Assisting Project Manager in their searches.

Freelance Translator EN-ES ES-EN (Dec 2017 – present)

Private English Teacher (Dec 2017 – present)

Main responsibility:

Teaching children, teens, college students, and adults from beginner to advanced level in one-to-one lessons.

Secretary – Private Dentist Office (Nov 2015 – May 2017)

Main responsibilities:

Performing clerical duties such as scheduling appointments and filing patients' records.
Familiar with health insurance rules and billing practices.

Rental Technician – Northstar California Resort. Work & Travel Experience (Dec 2016 – Marc 2017)

Main responsibilities:

Overseeing employees in the proper fitting of boots skis and snowboards and all associated documentation and communication.
Setting up rental reservations prior to next day's arrivals, accurately place and label ski/snowboard equipment, as well as verify the completion of rental/liability forms through the ticket sellers.
Maintaining and tracking inventory of equipment pre/post season and for adjusting, tuning and maintenance of rental equipment on a daily basis.
Providing enthusiastic, professional guest service.

Education

Academic Record

Institution: IESOC no 28 “Olga Cossettini”
Years: 2014-2017
Bachelor’s degree: Literary and Technical-Scientific English Translation

Secondary Education

School: Juan Agustín Boneo School
Year obtained: 2013
Highest grade: 8.10

Courses

•SDL Trados Studio: Intermediate Level.
Institution: San Bartolomé School
Duration: September 2016
•Theoretical and experimental course in Spanish dictionaries: “Diccionarios en español, metodología de elaboración, recortes diatópicos, registros”.
Institution: IESOC no 28 “Olga Cossettini”
Duration: September 2016
•Fitness Instructor

Institution: Amici
Duration: March-December 2014

•Portuguese Language
Institution: CLEC
Duration: March 2019-present

International Exams

• Anglia Certificate of English as a Foreign Language. Level: Primary+ (December 2009)
• GESE (Graded Examination in Spoken English). Trinity College London (October 2013)

Internships

• English Translation Internship at Departamento Educativo del Museo de la Ciudad dealing with the topic of “Historia Clínica. Salud pública en Rosario” (“Medical Record. Public health system in Rosario”) in May 2016.

Languages

• Spanish: native
• English: full professional proficiency
• Russian: limited working proficiency
• Portuguese: limited working proficiency

Technical Skills

• Proficient in using Microsoft Office.
• Proficient in using Internet.