

# ALLA DAVYDYUK

PERSONNEL MANAGEMENT,  
BUSINESS PROCESS AUTOMATION

**To**  
Business owner  
Hiring manager

**From**  
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Dear Business owner or Hiring Manager,

If you are looking for an experienced HR manager or HR Business Partner with the expertise in the optimization and business processes automation, please consider my candidacy.

I have started my career in the recruitment agency working with the European customers that have recognized me personally. This has promoted me to get the position of the Head of HR unit of a big pharmaceutical distributor company.

During this time, I have formed and developed the full-cycle recruiting unit from scratch, covering the existing business needs and assisting partner companies in recruiting the new employees. I have also initiated and implemented the staff training initiative, introduced the analytics and KPIs for the HR unit. I have substantially developed my conflict resolution skills and working with the negative company feedback.

After maternity leave, I have resumed to work as HR Director in the company with 2,700 employees. The company started to describe its business processes using the BPMN model, so I, as a member of the leadership team, implemented projects based on the BP analysis. I consider my achievements to be:

- Improved the recruitment process in close cooperation with the IT department with significant progress in digitalization (use of search engines, exchange of information with third-party resources, use of artificial intelligence technologies, mechanisms for auto-creation of tasks for recruiters, approval routes, SMS-informing candidates and etc.).
- Reducing the number of the recruitment team members and transferring those employees to other business roles.
- Improving the company's personnel accounting through the implementation of the digitization projects and electronic document management system.
- Reducing the staff cost budgets by prudently planning expenses and improving contracts with the contractors exactly as the company needs.
- Initiated digital projects in the departments of trade and procurement, proposing to optimize staff functions and reduce the use of working time.
- Based on the existing data of the company warehouse management system I have proposed the models for visualization the workload of warehouse staff in the mode of yesterday-today.
- Based on the analysis of the most successful groups of staff, I have proposed new programs: sponsorship of the company in district sports competitions; a program to help employees who want to quit smoking; a program to attract young people who want to learn to work with warehouse equipment; programs of public work competitions and the formation of a portrait of a successful employee as an example to follow.

Recently, I worked as a private entrepreneur with consulting and management projects. For example, a contract with a national retail chain of consumer goods

stores to optimize the recruitment process and improve the performance of the recruitment department. As well as a contract with the largest pharmacy chain in Ukraine (more than 1,600 pharmacies, about 6,000 employees) for mentoring and training of the HR director.

I will be happy to discuss with you the results of my professional experience and share the details of the projects in a personal meeting.

Sincerely,

Alla Davydyuk