



Sara Anaclerio

Recruitment & HR assistant

For more details, check my online resume : www.doyoubuzz.com/sara-anaclerio

EXPERIENCE

Receiving coordinator

GF Work Placement Ltd • Since January 2018

- ▶ As a receiving coordinator, I am responsible for student placement in the host company. I manage visits and interviews with the host families. I manage documents and paperwork related to the process. I also deal with the other coordinator spread in the UK and report to my Project Manager



HR team member

INTERN EUROPE • January 2017 to July 2017

- ▶ As an HR team member my role was related to the CV screening, Skype interview arrangement, induction meeting with the students and their supervisors, dealing with the host companies and sending organisations, administration tasks related to the ERASMUS programme management.



Recruiter and Class Assistant

SMILE Puglia • January 2015 to October 2016

- ▶ Scouting activities, CV screening, interview arrangement and management, classes and calendars arrangement. Dealing with a wide range of professionals (professors, host company referents). I managed some training activities about motivation, orientation and self-empowerment.



Professor

Etjca • July 2016

- ▶ Introducing the students to the International HR practices, Human capital management, how to analyse and study the organisation climate. I conducted an Assessment Centre and Focus Group simulation



SKILLS

IT

- ▶ MS Excel ★★★★★
- ▶ word ★★★★★
- ▶ Power Point ★★★★★
- ▶ Access Database ★★★★★
- ▶ Mac Os ★★★★★
- ▶ PREZI ★★★★★
- ▶ CRM ★★★★★

Administrative

- ▶ Public Speaking ★★★★★
- ▶ Scheduling ★★★★★
- ▶ Event coordination ★★★★★
- ▶ Training ★★★★★
- ▶ Time management&Project Management ★★★★★

Finance

- ▶ Accounting Principles ★★★★★
- ▶ Cash Flow Management ★★★★★
- ▶ Payroll ★★★★★

Marketing

- ▶ Strategic thinking ★★★★★
- ▶ Quantitative Research ★★★★★
- ▶ Basic marketing pricing knowledge ★★★★★

Infos

- ▶ 30 years old
- ▶ BELFAST
- ▶ United Kingdom
- ▶ Driver's Licence

Contact

✉ saraanaclerio@libero.it

☎ +447544084315

🌐 [sergate482](https://www.sergate482.com)

About Me

I can define my self as a people person, focused on details, able to manage stress and to work under pressure. During my latest professional experiences, I developed a deadline sensitivity and multitasking skills. I have always worked and enjoyed teamwork, currently, I look forward progressing in my career.

I hereby agree for the processing of my personal data included in my application for the needs of the recruitment process in accordance with the Law dated 08.29.1997 on the Protection of Personal Data, Journal of Laws No. 133 item. 883.

Sara Anaclerio

EDUCATION

MBA

Rome Business School • October 2015 to July 2017

I achieved my MBA in International HR Management last May. Main subjects studied are Economics, Finance, Accountancy, Marketing and Communication, Strategic HR Management, Creativity

MA Psychology

Università degli studi di Bari • July 2010 to July 2012

Main subjects: Clinical Psychology, Neuropsychology, Social Psychology, Psychopathology, Testing and Interviewing techniques

BA in Industrial Psychology

Università degli Studi di Bari • January 2006 to July 2010

Main subjects: Organisations Psychology, Industrial Psychology, Communication, Social Psychology, Interviewing Techniques, General Psychology, Psychology History