



+36 30 313 3403
csanyi.petra98@gmail.com
Budapest, Hungary
Hungarian

Languages

Hungarian

Mother tongue

English

Fluent, advanced level

French

Fluent, conversational level

Spanish

Used to be fluent, would need a little refreshing

Petra CSÁNYI

After having experienced working purely in French and English, I am looking for opportunities where my French and English language skills could be used on a daily basis again.

Work experience

Talent Acquisition Specialist

Since February 2022 **Avis Budget Group BSC** Budapest, Hungary

Having recently moved home to Hungary, I have accepted the job offer of ABG, where I did my most meaningful internship during my university studies.

My team of 4 handles 70+ positions at the moment. It is a very fast-paced work environment, where I get to use my French and English language skills too.

I do end-to-end recruitment too and have a chance to develop myself in stakeholder management too.

Administrative assistant

From August 2021 to
December 2021

GROUPE ESC CLERMONT AUVERGNE Clermont-
Ferrand, France

I was an administrative assistant at a local university, with a fixed contract. (CDD) I helped with administrative tasks and I dealt with everything in connection with international students.

My focus was the registration of the students. They came to us for help regarding different school certificates, visa issues, or ECTS validation. We were mostly contacted by email or phone calls but the students could also come to our office for advice.

The working language here was **French** and I could use **English** quite a bit too. MS **Excel** and Word were our key systems to work in.

Sourcing Specialist

From November 2020 to August 2021 **Profession.hu** Budapest, Hungary

My main task as a Sourcing Specialist was to source for sales and marketing roles.

In my second role, I was looking for Tech and Non-Tech profiles equally. My personal favorites were engineers and project managers.

The tasks I covered here were the following:

- End-to-end recruitment
- Stakeholder and partner management
- Ad hoc tasks (like brainstorming interview questions, rethinking position names etc.)

Internships

HR Services Assistant

From April 2020 to September 2020 **Vodafone VSSB** Budapest, Hungary

At Vodafone, my main responsibilities were related to the employee's promotions and intern's data changes.

The tasks I was responsible for here are:

- Handling the incoming requests regarding promotions
- Administrating the data changes of interns (such as working hours change, contract extensions, etc.)
- Handling other ad-hoc HR Services related queries
- I also participated in an interesting project here, the renewal of job descriptions, which were slightly outdated

We worked with SAP Successfactors and EIC here. In my day-to-day job, we use the MS Office programs very frequently, especially Excel, OneNote, and Outlook.

Internships

Talent Acquisition Trainee

From March 2019 to December 2019 **Avis Budget Group BSC** Budapest, Hungary

At ABG, my main responsibilities compiled the selection and hiring process of trainees in the company.

I had the chance to do end-to-end processes here. The tasks I have covered here are:

- Creating the job description along with the hiring manager, and construct an image of the ideal candidate (in regards to personality, skills, and KO criteria)
- Sourcing on several job boards
- Conducting phone screenings

Moreover, testing the language if the position required it. (English, Spanish)

- Attend and lead personal interviews together with the hiring managers

The main positions that I was searching for are:

- Customer Service Trainee
- Commercial Trainee
- Financial Services Trainee

In the 9 months, I spent here, I realized 80 placements.

Junior Sourcer

From October 2018 to March 2019 **Hays Hungary** Budapest

As a trainee here, my main tasks consisted of sourcing and leading phone interviews. I was searching for candidates in Accountancy & Finance.

Apart from that, I helped my team leader with smaller tasks such as administration or organizing.

Education

Bachelor degree in Economics, HR Major

From September 2017 to January 2021 **Budapest Business School** Budapest, Hungary

Erasmus Semester

From January 2021 to April 2021 **IAE Aix-Marseille Graduate School** Aix-en-Provence, France

Skills

Language addict

Enthusiastic

Solution-focused

Flexible

Connection-maker