



Curriculum Vitae

Name and Surname Peter Vičko
Date of Birth 20-Jul-87
Citizenship Slovak republic
Work permit work permit available for the work location

WORKING EXPERIENCE

Position	Recruitment coordinator
Company	D-ploy CZ s.r.o.
Location	Prague, CZ
From / To	3/2017 – ongoing
Tasks & Responsibilities	<ul style="list-style-type: none">• Responsible for coordination of whole recruitment process and end-to-end delivery;• Responsible for keeping good and healthy business relationships with vendors & partners;• Implementing the organization's recruiting strategy; Coordination of additional recruitment activities;• Work on HR projects as assigned;• In charge as main focal point for selected vendors; Vendor's management & coordination;• Managing interviews and short-listing candidates;• Direct search via various tools - specialization on IT roles;• Reporting and meeting KPI; Participation on various projects;• Financial calculations - preparation and processing of job offers & contracts;• Providing support to hiring / country managers;
Projects	<ul style="list-style-type: none">• CV template<ul style="list-style-type: none">• Cration, testing and implementation of new CV template to be used internally (employees) as well as externaly (presenting candidates)• Universities<ul style="list-style-type: none">• First approach, negotiation of TOB and finalization of cooperation on academic / business level
Main Accomplishments	<ul style="list-style-type: none">• Excellent relationships with partners and vendors• Meeting KPI

Position	Resource Management & Recruitment Support
Company	D-ploy CZ s.r.o.
Location	Prague, CZ
From / To	8/2015 – 2/2017
Tasks & Responsibilities	<ul style="list-style-type: none">• Support for resource managers in Germany, Switzerland and Czech Republic;• Building a talent pool; Cooperation with personal agencies according to specific needs of various positions for maximum effectivity;• Focal point for both candidates and personal agencies; Assistance and coordination of interviews, administrative support;• Participation on projects as well as ad hoc tasks; Preselection and prescreening of candidates;

	<ul style="list-style-type: none"> Active search for candidates using various tools; Reporting and meeting KPI
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Position	Permanent Placement Consultant
Company	Adecco Group
Location	Bratislava, SK
From / To	2/2015 – 5/2015
Tasks & Responsibilities	<ul style="list-style-type: none"> Support for resource managers in Germany, Switzerland and Czech Republic; Building a talent pool; Cooperation with personal agencies according to specific needs of various positions for maximum effectivity; Focal point for both candidates and personal agencies; Assistance and coordination of interviews, administrative support; Participation on projects as well as ad hoc tasks; Preselection and prescreening of candidates; Active search for candidates using various tools; Reporting and meeting KPI

Position	Project Assistant
Company	Constantine the Philosopher University in Nitra
Location	Nitra, SK
From / To	9/2011 – 6/2014
Tasks & Responsibilities	<ul style="list-style-type: none"> Project work, clerical and office activities, project activities, communication with clients and business partners of the institute, document creation and order detection, creation of presentations, teaching
Projects	<ul style="list-style-type: none"> Homelessness as the accompanying negative phenomenon of our time Caritas Wien Social reintegration centers Kaiserin Elisabeth Spital Sheltered workshops Workshop Neustart X-mas collection

EDUCATION & QUALIFICATION

	Degree/Qualification	Details	Institution	Completion Year
Academic	Ph.D.	Social science	UKF Nitra, SK	2014
Training without certification		Social – Psychological training	UKF Nitra, SK	2014
Academic	PhDr.	Social science	Sladkovicovo College, SK	2013
Academic	Master's degree	Social work	UKF Nitra, SK	2011

FURTHER EXPERT SKILLS:

(Specific technical and non-technical skills and knowledge)

- MS Office knowledge
- Social skills
- Social consultancy – consultancy in critical situations
- Communication & negotiation
- Mediation
- Lecturing
- Teamwork
- Clerical work
- Recruiting skills
- Screening
- Administration
- Project planning and coordination
- Interviews

LANGUAGE SKILLS:

- **English** business fluent
- **German** business fluent
- **Slovak** mother tongue
- **Czech** business fluent