



# KONSTANTINA GLYKOU

## PROFILE

Hardworking and highly motivated HR Professional with a proven effective and efficient performance.

## CONTACT

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## WORK EXPERIENCE

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### **Principal Sourcing Partner**

*Hays, Switzerland*

12/2024 - Present

→ Top Recruiter in Hays Switzerland for 2024

### **Senior Sourcing Partner**

06/2023 - 11/2024

→ #2 Recruiter in Hays Switzerland for 2023

### **IT & Life Sciences Recruiter**

05/2022 - 05/2023

- Implement digital scheduling and automation solutions that streamline recruitment workflows and generate ~280 hours of annual efficiency gains per recruiter.
- Lead recruitment digital transformation by designing and deploying three intelligent, data-driven workflows that automate CV processing, job intake and profile-to-role evaluation, reducing manual effort, accelerating decision cycles, and elevating candidate and client experience.
- Enable continuous capability growth across the organization by showcasing practical digital use cases and sharing best practices organization-wide.
- Drive digital transformation initiatives by identifying operational inefficiencies, conceptualizing scalable workflow improvements, and embedding automation into daily recruitment practices.
- Specialize in recruiting IT, Life Sciences, Engineering, and Services professionals for temporary and project-based assignments.
- Identify, attract, and engage top talent via multi-channel sourcing strategies, including job boards, professional networks, social media, referrals, and the cultivation of long-term talent communities.
- Assess candidates holistically by reviewing applications, conducting competency- and personality-based interviews.

## KEY SKILLS

### **Recruitment & Sourcing:**

LinkedIn Recruiter, XING

### **ATS & CRM:**

Workable, Bitrix24, Sugar, IRIS

### **HR & Workforce Management:**

SAP Fieldglass, Kronos, Prostaff

### **Productivity & Collaboration:**

MS Office (Word, Excel, PowerPoint, Outlook, Teams), Webex, Skype, Thunderbird

### **Project & Process Tools:**

Bugzilla, Actitime, Actilist, Proflow

- Curate and present high-caliber shortlists while maintaining close communication with HR stakeholders and senior management throughout the recruitment lifecycle.
- Advise executives on strategic workforce planning, and the acquisition of key talent, while also handling niche and highly specialized roles as well as global freelancer sourcing.
- Design salary benchmarks, lead contract negotiations, and oversee project agreements in full compliance with Swiss labor legislation.
- Execute rapid, targeted sourcing strategies under tight deadlines, consistently delivering top-matching candidates to meet urgent client needs.
- Mentor and onboard new colleagues, deliver personalized LinkedIn training for effective sourcing, and enhance team performance by proactively sharing high-quality candidate recommendations.
- Facilitate career development workshops at client sites to guide emerging talent and support long-term employability.
- Spearhead a LinkedIn Sourcing Project within a cross-functional team, identifying impactful professional communities, collaborating with employment offices, and partnering with Swiss vocational schools and universities while evaluating job board effectiveness.
- Continuously analyze market dynamics and talent trends, contributing to employer branding initiatives and enhancing recruitment frameworks.

**Clients:** Roche, Novartis, Lonza, Takeda, J&J, Biogen, Sandoz, Organon

### **IT Talent Acquisition Specialist**

European Dynamics, Greece

02/2022 - 04/2022

- Lead in-house recruitment across key departments, including Recruitment, HR Administration, HR Learning & Development, Payroll, and IT, ensuring alignment of talent with organizational needs.
- Conduct structured interviews with applicants, referrals, and internal candidates to assess skills, experience, and cultural fit.

### **IT Talent Acquisition Analyst**

09/2021 - 01/2022

- Post targeted job advertisements, proactively source candidates, and attract top talent through strategic outreach for both external placements and in-house roles.
- Manage the company's ATS and optimize LinkedIn job slots to maximize candidate pipeline quality and visibility.
- Liaise with shortlisted candidates and prepare detailed assessment reports for client and internal stakeholder presentations.
- Draft financial offers, oversee contract negotiations, and administer all recruitment-related documentation with accuracy and compliance.
- Develop and maintain comprehensive compensation and benefits documentation to support transparent and competitive hiring practices.

**Clients:** Europol, European Commission

## CERTIFICATES

### AI & ChatGPT for HR

03/2025, Workearly

### Several IT Recruiting Certificates

12/2022, Holistica

### Technical Recruiter

03/2022, LinkedIn

### Learning & Development Professional

01/2022, Coursera

### Tech Recruitment Certified Professional

10/2020, Dev Skiller

### Tech Sourcing

06/2020, AmazingHiring

### Managing Employee Performance

09/2019, Coursera

### Recruiting, Hiring and Onboarding Employees

09/2019, Coursera

## LANGUAGES

**Greek:** Native

**English:** C2

**German:** C1

**Italian:** B2

## Operations Specialist

Massimo Dutti, Switzerland

05/2018 - 08/2021

- Lead and train a stockroom operations team of 7 employees, overseeing daily workflow, task allocation, onboarding, and continuous performance development to ensure operational excellence.
- Supervise and optimize the online shopping (click & collect and e-commerce fulfillment) program, recognized as the most effective among 781 global Massimo Dutti stores for speed, accuracy, and customer satisfaction.
- Oversee stockroom processes including goods receiving, inventory control, replenishment, transfers, and returns, ensuring accuracy and compliance with company standards.
- Coordinate with sales teams and store management to guarantee timely product availability, supporting sales performance and enhancing customer experience.
- Implement and monitor health, safety, and compliance procedures within stockroom operations, minimizing risks and ensuring adherence to corporate guidelines.
- Generate and analyze inventory and productivity reports to identify process improvements, reduce stock discrepancies, and optimize operational efficiency.
- Collaborate with regional operations and logistics teams to align local practices with global company strategies.
- Interview candidates and provide guidance to new hires.

## Human Resources Assistant

GAO Tek Inc., USA (remote)

04/2020 - 08/2020

- Source passive candidates through social networks and professional platforms to build strong talent pipelines.
- Draft and post job advertisements on online job boards to attract qualified applicants.
- Screen applications, shortlist potential candidates, and support the recruitment and selection process.
- Assist in conducting interviews and facilitate onboarding procedures for new hires.
- Build and maintain partnerships with universities and colleges to strengthen campus recruitment initiatives.

## EDUCATION

### Master of Business Administration (MBA) in Human Resource Management

Wrexham Glyndwr University (Remote)

03/2022

### Bachelor in Philology

National and Kapodistrian University of Athens

03/2014