



PETIA ILIEVA POPOVA

Address:

Manastira Complex
Sofia, Bulgaria

Cell Phone: +359 889 36 43 48

E-mail: petia.popova04@abv.bg

Enthusiastic and energetic person known for the ability to grasp new concepts with ease and deliver more than expected. A professional with a proven track record of handling and resolving various challenges which require passion, consistency and in-depth understanding of the situation. Experienced in working in diverse and multinational environments where exceptional skills to build and maintain strong client relationships is essential. My expertise is mainly in Executive Search, Recruitment, Talent Acquisition, Talent Management, Personal Assessment, Trainings and Development, Teambuilding, Strategic HR. I have successfully managed consultancy projects for big international companies - Kraft Foods Bulgaria, AES, P.I.C.co, Volvo Bulgaria, Henkel, Heineken, Muller Bulgaria, Kamenitza, MKB Union Bank, Victoria, UNIQA, Astra Zeneca, Avon Cosmetics, etc. I believe that my broad knowledge of local and multinational HR and my previous experience on the field could be an added value for any organization where Human Capital does matter.

Professional Experience:

June 2011 – at present

Member of the Managing Board

Since 16th February 2012 Co-President of the Justice Development Foundation

Justice Development Foundation

- ✓ Responsible for the team coordination
- ✓ Public relations (PR) management
- ✓ Monitoring of project activities

December 2010 – now

Project Manager

H-Vision

www.h-vision.com

- ✓ Strategic Outsourced Consulting
- ✓ HR Consulting
- ✓ Softskills Trainings – design, implementation and follow up
- ✓ Teambuildings - design, implementation and follow up

January 2010 – December 2010

People Management Consultant

PROFISLAB

www.profislab.com

- ✓ Assessment and Development Centers
- ✓ Motivation and Organizational Climate Screening
- ✓ Management of Personal effectiveness and potential
- ✓ Individual coaching
- ✓ Psychological Profiling
- ✓ Performance Management Consultancy
- ✓ Competency Framework Development
- ✓ Leadership Style Identification

June 2009 – December 2009

**Unimasters Logistics
Training and Recruitment
specialist
unimasters.com**

www.unimasters.com

Recruitment

- ✓ Efficient provision of high quality recruitment services
- ✓ Executive Search
- ✓ Responsible for the full cycle of recruitment from clarifying the profile of the desired candidate through job ad preparation, targeting, attracting, screening, interviewing and assessing candidates

Training and Development

- ✓ Responsible for organization and Conduction of internal SoftSkills trainings
- ✓ Internal Personality Assessments
- ✓ Communication and Selection of external training providers
- ✓ Responsible for the induction programs of the new employees
- ✓ Daily communication with the employees and management

Administration

- ✓ Coordination of the administrative work related to the HR
- ✓ Exit Interviews
- ✓ Health, Safety and Welfare Coordination
- ✓ Preparation of Power Point Presentation and correspondence

Successful Projects

- ✓ Pilot project for Performance Appraisal
- ✓ Induction Programs development
- ✓ Recruitment of key positions
- ✓ Trainings for the Managerial Staff – The art of Feedback, Strategic Sales Skills, Performance Appraisal Policy;
- ✓ Individual Coaching
- ✓ Hogan Assessment System Projects

May 2008 – June 2009

Hogan Assessment System Project Manager

ACE HR SERVICES

Hogan Assessment Systems Inventories Certified

Professional

www.acebg.com

www.hoganassessment.com

Consultancy

- ✓ Profiling, feedback and coaching of clients and candidates
- ✓ Consultancy projects for Talent identification
- ✓ Successfully designed Competency Model for Specific Positions
- ✓ Assessment projects for employment and promotion of talents

Project Management

- ✓ Responsible for the daily customer support on any issues regarding Hogan's services in Bulgaria
- ✓ Created and implemented different strategies for expanding customer base and market share
- ✓ Development and implementation of Marketing and Sales plan for HAS in Bulgaria
- ✓ BTL and Budgeting
- ✓ Project events-Conferences, presentations, publications, media activities
- ✓ Organization of certification courses

Successful Projects

Over 100 delivered feedbacks; 10 assessment Centers; 6 Consultancy Projects

CASE STUDY:

I have applied Hogan Assessment System for internal assessment of the managerial staff at two FMCG-Production companies, a Logistic company and a Pharmacy Company; the result impacted the final decision of the HR

management for promoting and succession planning. These results were measured at the end of the financial year and revealed the positive impact of the best performers assessed with HAS on the bottom line of the Company.

May 2006 - May 2008

ACE HR SERVICES

www.acebg.com

Executive search consultant

- ✓ Executive Search Projects
- ✓ Project management on traineeship programs recruitment
- ✓ Active involvement in the business development process of the company
- ✓ Sales and Marketing activities
- ✓ Responsible for Company presentation and partnership with alliances and organizations
- ✓ Responsible for the induction and coaching of trainees and junior recruitment specialists at Ace HR Services
- ✓ Establishing and developing new business opportunities
- ✓ Targeting and contacting perspective clients
- ✓ Preparation of proposals and contracts
- ✓ Different marketing activities – creation of presentations, brochures, white papers, marketing researches, Website content management, design of company's official documents, promotion strategies of Activities/services, etc.
- ✓ Active participation and support in the preparation and execution of different trainings and teambuilding events.

Successful Projects

More than 10 successful Placements at top positions

MAIN EXPERTISE: My expertise in ES is in FMCG, Pharmacy, Logistics and Utility. The positions I have worked for include: CFO, Logistic Manager, SCM, HR Manager; National Sales Manager; Brand Manager; Product Manager; Project Manager; Hotel Manager; I have placed 10 talents at the C and M-levels

December 2005-May 2006

Recruitment Specialist

ACE HR SERVICES

www.acebg.com

- ✓ Participation in all stages of the recruitment process
- ✓ Psychological and Professional Profiling
- ✓ Management and Conduction of Traineeship programs
- ✓ Participation and Facilitation of Assessment centers
- ✓ Participation in Team Buildings

August 2005 – November 2005

Administrative specialist

CORRECT-CONSULT

- ✓ Providing assistance in the Search and Selection Process
- ✓ Database maintenance
- ✓ Administrative support

Education:

October 2005 - February 2008

Sofia University “St. Kliment Ohridsky”

Master Degree in Clinic and Consultative Psychology

October 2004 - July 2005

Sofia University “St. Kliment Ohridsky”

Master Degree in Social and Forensic Psychology

October 2000 – July 2004

Sofia University “St. Kliment Ohridsky”

Bachelor in Psychology

October 1999 – July 2000

Sofia University “St. Kliment Ohridsky”

Philosophy

Honors/Achievements:

International Reward for Excellent Marks "Vessels" - "St. Kliment Ohridsky" University, Sofia

Additional Activities:

March 14th, 2012

Participation and Organization of a Research Project and Conference

Topic: Judiciary between Laws and Facts

Justice Development Foundation

December , 16th 2011

Participation and Organization of a Round table

Topic: Combat against economic organized crime

Justice Development Foundation and the Association of the Bulgarian Prosecutors

October, 28th 2011

Participation and Organization of a Round table

Topic: Legal Challenges of the Information Society

Justice Development Foundation

November 9th, 2011

Participation and Organization of a Round table

Normative Aspects of Intimacy: Gender and Sexual Orientation Rights and Their Impact on Marriage and Families'

Justice Development Foundation

October 2007 – October 2011

Training in Analytic Psychology

October 2009 – October 2011 – Post Graduation Specialization in Positive Psychotherapy

January 2008-May 2009 – Standardization and Translation of Hogan Assessment System for Bulgaria

June, 2008 – Participation at the National Psychology Conference, Varna

2008 – 2010 – Mentoring Sofia University Students in Recruitment and Selection, Talent Management, Assessment and Development Centers;

March - May 2004 - a teacher in Psychology, Foreign Language School, Sofia

May - June 2002 - Standardization and Validity of Psychological Test under the direction of Proff. Luben Dessov "St. Kliment Ohridsky" University, Sofia

May - August 2000 - Trainee in II Psychiatry, St. Marina, Varna

Trainings:

- Management Skills Training – Leadership, Time Management, Stress Management, Project Management, Organized by Soft Skills Solutions (2009); Gustav Kaser (2010)
- Sales Skills Training – Effective Communication, Sales Cycle, Negotiation, organized by Soft Skills Solutions (2009); Gustav Kaser (2010)
- HR Administration Training – Unimasters Logistics, August, 2009
- Hogan assessment System - Training

Skills:

- Microsoft Office (Word, Excel, PowerPoint), MS Outlook, Internet Explorer, Firefox, Windows XP, SPSS, IBM Lotus Notes, Driver's License (active driver)
- Experienced in administration of people, project management, and event management.
- Experience and knowledge of the whole HR Process.
- Training course in Compensation and Benefits Policy-WW
- Certified Specialist in Hogan Assessment System

Language Skills:

Bulgarian – native

English – fluent

Publications:

Human Capital Magazine

- ✓ <http://www.jobs.bg/hc/analytics/1002>
- ✓ <http://www.jobs.bg/hc/hragencies/399>
- ✓ <http://www.jobs.bg/hc/advice/724>

HR Magazine, March, 2009

“Organizational Culture and Organizational Climate”

Monitor Newspaper, March, 2007

“The Professionals search for a Job, not a Salary” - Interview

Justice Development Foundation

www.justicedevelopment.com

- ✓ Pushkarova, I., P. Popova, The Reform Experiment: A Glance at the Human in Judiciary, Thesis Periodical, 3/2012.
- ✓ Pushkarova, I, Popova, P., Discrimination Grounds and Discrimination Association. – Chapter XVI In: Antidiscrimination Law – Civil Law Matters, CPD, 2011, p. 205-219;
- ✓ Pushkarova, I, Popova, P., Hate Crime. General Issues. Recognition of Hate Crimes. -- Chapter V and VI In Antidiscrimination Law – Criminal Law Matters, CPD, 2011;

Membership in Professional Organizations

- ✓ BHRMDA
- ✓ Bulgarian Association for Analytic Psychology
- ✓ Justice Development Foundation

Referees

Prof. Ljudmil Georgiev
Psychology Department
Sofia University

Monika Borisova
Social Work Department
Sofia University
0887372184

Eva Pentova
HR Business Partner Bulgaria, Macedonia, Albania
Avon Cosmetics
0895656940

Isaac Sidi
CEO
Muller Bulgaria
0884539240

Emil Petrov
Sales and Marketing manager
ABB
0888153310

Ivan Miloradev
Sales Manager
BG Leasing
0884464418

Ivan Donchev
CEO
Marins International
0888800937

Yavor Mihailov
Supply Chain Manager
Unimasters Freight Express
0884359724