

Alexandra Popescu

Human Resources Specialist & Project Coordinator

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Photography dlexaphoto.ro (work in progress)



5+ years in the current HR Manager role (Toyota Romania)	30+ specialists hired in a single recruitment campaign (CERT.ro)	Since 2010 professional experience, over 8 years of it in human resources	ANC certified HR Inspector — nationally accredited qualification (Romania)
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PROFESSIONAL PROFILE

Human Resources Manager at Toyota Romania since 2021, with end-to-end experience across the employee lifecycle — recruitment and selection, employment contract administration and statutory reporting (ReGES/REVISAL, Labour Inspectorate), payroll, occupational health and safety — combined with project coordination and internal communications. I have worked across very different environments (automotive, cyber security, civil construction, public administration, media), building recruitment processes from scratch, shortening time-to-hire for technical roles and keeping employment documentation audit-ready. Nationally certified HR Inspector (ANC). Available immediately for a **[HR Generalist / HR Manager / HR Business Partner — choose per application]** role where administrative rigour, technical recruitment and a trusted relationship with business teams all matter.

WORK EXPERIENCE

02.2021 – Present Bucharest · current role	Human Resources Manager Toyota Romania (dealership) <i>Context: generalist role for an automotive dealership — technical recruitment, personnel administration and internal communications. Held continuously since 2021; the project roles below ran in parallel.</i> - Recruit, select and onboard new staff — automotive and IT engineers (including EU candidates), project managers and administrative personnel — [no.] roles filled since taking the role, with 12-month retention of [%]. - Draft and administer employment documentation (new contracts, amendments, terminations) with statutory filing in ReGES/REVISAL — fully compliant personnel files, no penalties at Labour Inspectorate checks. - Write and revise job descriptions together with team leads — clear selection criteria per department and interviews calibrated to actual business needs. - Run the company's presence at job fairs (BestJobs, eJobs) with a dual remit of candidate attraction and employer branding — a candidate pipeline built from every event. - Led the internal road-safety campaign "Save Your Life", from message concept to distribution materials across internal channels, and mediated cross-department requests — campaign delivered on every internal channel, with disputes resolved without escalation to management.
11.2024 – 11.2025 Bucharest	Junior Adviser · temporary civil servant National Institute of Statistics (INS), Romania <i>Fixed-term role, held in parallel with the Toyota position. Context: single point of contact for requests from international organisations (Eurostat, UN, OECD) to the institute's specialist departments.</i> - Received, analysed and routed international requests to the relevant specialist departments, then consolidated and delivered the replies to the requesting bodies — all requests resolved within the deadlines set by the requesting institutions, with no escalations. - Handled microdata requests end-to-end: notifying the specialist department, drafting annexes and contracts — complete and compliant documentation for every data transfer. - Audited international databases to identify indicators with missing data for Romania — flagged the gaps to the responsible departments, feeding corrections back into national reporting. - Translated materials requested by senior management and supported the organisation of high-level international meetings — [no.] meetings delivered with no logistical incidents.
03.2023 – 10.2024 Bucharest	Production Manager Digi <i>Project role, held in parallel with the Toyota position. Context: coordinating a project spanning in-house technical teams, external consultants, partners and funders.</i> - Coordinated project delivery with direct supervision of technical teams, consultants and collaborators — delivered against the agreed schedule and the dates set out in the contract. - Built long-term working relationships with partners, clients, beneficiaries and funders — collaborations carried over into later project phases. - Introduced improvements to ways of working and clear information flows between departments — fewer bottlenecks and duplicate requests across teams. - Tracked progress against objectives and produced monthly reports for funders, partners and beneficiaries — 100% of reports submitted on time, including the project impact assessment.
03.2020 – 11.2022 Bucharest · civil construction	Human Resources Assistant · project Compact Project Management <i>Project role, partly overlapping the start of the Toyota position. Context: member of a four-person recruitment and selection team, hiring at volume for construction sites.</i> - Ran recruitment procedures and co-led interviews with hiring managers for engineers, skilled and unskilled construction workers, electricians and plumbers — [no.] hires over the project lifecycle. - Registered employment contracts, terminations and contractual amendments in ReGES/REVISAL and with the Labour Inspectorate — all filings within statutory deadlines, with no subsequent corrections. - Owned payroll: salary calculation against contracts and hours worked, payslips and payment files to the banks — salaries paid on time for [no.] employees per month. - Obtained the work permits required for construction authorisation and managed medical certificate records — no permitting delays attributable to personnel documentation.
05.2019 – 08.2020 Bucharest	Human Resources Assistant · project CERT.ro (Romanian National Computer Security Incident Response Team) <i>Project role. Context: graduate recruitment campaign for cyber security roles, within a seven-person HR team.</i> - Organised the recruitment process and interviews for a campaign targeting students and graduates of Politehnica University of Bucharest, cyber security track — over 30 professionals hired. - Held sole ownership of the hiring procedures for the entire HR team — single point of accountability for onboarding files, with complete documentation at every entry into the organisation. - Managed the relationship with occupational health and safety providers (pre-employment examinations, periodic checks) and maintained the OHS reporting records — 100% of hires with a valid fitness-to-work certificate on their start date. - Issued employee documentation on request (employment certificates, settlement notes, leave requests) — turnaround within [no.] working days.

03.2016 – 10.2018
Pitești, Argeș

Manager Assistant

Romanian Order of Nurses and Midwives (OAMGMAMR) — Argeș county branch

Context: direct support to the branch President, with ownership of the accreditation of nurses across the county.

- Managed branch documentation and correspondence, the accreditation of general and specialist nurses and the annual authorisation of their right to practise — **authorisations processed monthly and kept current for every branch member.**
- Monitored the status of annual authorisations and issued membership certificates, including for nurses temporarily working abroad — **documents issued within the deadlines set by foreign employers.**
- Recruited and selected for new branch roles (accounting, marketing) and organised the logistics of accreditation courses — **roles filled and every course run without rescheduling.**

10.2014 – 12.2016
Bucharest

Public Relations & Client Relations

Salon Beauty Mayra SRL

- Built and maintained the media contact database and produced promotional materials (invitations, flyers, outdoor advertising, website articles) — **sustained media coverage and site traffic from each campaign.**
- Organised conferences and cosmetics and hairstyling courses, on site and at external venues, and negotiated packages for special events — **new clients acquired from every event.**

12.2010 – 06.2012
Câmpulung Mușcel,
Argeș

Promotion & Public Relations

"Un băiat și o fată" patiserie

- Ran customer communication across online channels (website, Facebook), collecting feedback and handling complaints — **complaints resolved with the team and customers retained.**
- Delivered campaigns through local media and coordinated special events and catering services, including local trade fairs — **measurable growth in local brand visibility.**

EDUCATION AND TRAINING

10.2019 – 07.2023
Bucharest

Administrative Law and Legal Sciences

Spiru Haret University

Relevance: labour law, administrative law and formal procedure — the legal grounding behind compliant personnel documentation.

10.2010 – 07.2013
Bucharest

BA — Management and Marketing in Film Production

Hyperion University

2015 – 2022
Bucharest

Further training

Campus Media TV — Digi24 Media School (09–12.2022) · Professional make-up training — "Journalism for Equal Opportunities" Association (08–11.2015)

CERTIFICATIONS

HR Inspector — ANC accredited (Romanian National Qualifications Authority), May 2020 Graphic Design & Marketing, Jun. 2022 Entrepreneurship, May 2021 Back Office, Aug. 2025

LANGUAGE SKILLS

Mother tongue: Romanian

Other languages	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B1	B2
Spanish	B1	B1	A2	A2	A2

Levels: A1/A2 — basic user; B1/B2 — independent user; C1/C2 — proficient user. Common European Framework of Reference for Languages (CEFR).

DIGITAL AND PROFESSIONAL SKILLS

HR systems & administration

ReGES / REVISAL Labour Inspectorate filings Payroll & payslips Personnel files
OHS & occupational medicine Job descriptions Recruitment & selection
Employer branding Onboarding

IT & communications

Word Excel PowerPoint Outlook Access Publisher Cloud & file sharing
Data entry Technical writing Video production Graphic design

TRANSFERABLE SKILLS

- **Communication:** clear, concise messaging, well-structured information, document and press-release drafting.
- **Mediation:** resolving disputes and negotiating between departments while preserving the working relationship.
- **Organisation:** planning and prioritising under tight deadlines and across parallel projects.
- **Decision-making:** autonomous under pressure, with a preference for consulting the team first.
- **Rigour:** attention to detail and documentary compliance, proven in inspections and audits.
- **Adaptability:** fast transitions between industries and organisation types, from private sector to public administration.

ADDITIONAL INFORMATION

Photography portfolio dlexaphoto.ro — personal photography portfolio, currently in development; my own project from concept to publication, including content and gallery management.
Volunteering Voluntariat pe Munte, Brașov (2015 – present): forest environment and animal protection projects, remarking mountain trails, restoring shelters; donation drives with BFH for people in need.
Interests Photography · music · cultural and sporting events · travel · mountain hiking.
Availability Immediate
References Available on request.

By submitting this CV I consent to the processing of the personal data it contains for the purposes of the recruitment process, in accordance with Regulation (EU) 2016/679 (GDPR).