

REELIKA KRAVETS

My purpose is to support organisations, managers and employees to fulfill their purpose

@ reelikra@gmail.com 📍 Harjumaa, Estonia in linkedin.com/in/reelikakravets/



EXPERIENCE

HR Partner

Tamro Baltics

📅 September 2014 – Ongoing 📍 Tallinn, Riga, Kaunas

- providing HR expertise for all business units in pharmaceutical wholesale and retail across Baltics, main responsibility lies in Tamro Estonia wholesale (office and warehouse): recruitment, training and development programs, performance management, succession planning and talent management, internal trainings, internal communications
- Coordinating HR projects across all markets in Baltics
- Contributing to company's impressive growth and change of strategy

Recruitment Specialist

Swedbank

📅 June 2013 – August 2014 📍 Tallinn

- Delivering HR services in source and selection function, locally as well as internationally (Baltics and Sweden)
- Process owner for company's recruitment process and system
- Employer branding activities

HR Specialist

Baltika

📅 January 2012 – June 2013 📍 Tallinn

- Delivering HR services in source and selection function, supporting back-office, warehouse as well as retail chain of 4 fashion brands
- Coordination of trainings and other activities related to HR and it's development
- Coordinating internship program
- Maintenance of HR databases and Internet/Intranet environments

HR Assistant

Baltika

📅 January 2011 – January 2012 📍 Tallinn

Communication Coordinator

HR factory

📅 December 2004 – December 2010 📍 Tallinn, EMEA

- Training coordination for Microsoft EMEA, onsite support for trainings and conferences in EMEA region
- Recruitment projects for local Estonian companies

Training Coordinator

EMI EWT East West Training

📅 August 2003 – November 2004 📍 Tallinn

- Coordination of training area for foreign trade: organising and supporting trainings, service and marketing activities

LIFE PHILOSOPHY

"Never give less than your best."

VALUES



Curiosity & Persistence & Loyalty

I am not limited by my job title. I am capable wearing more hats and excel at varied tasks. At the end of the day we work toward the same goals



Making an impact

Going the extra mile if there is meaningfulness. I need to know 'Why?', not only 'what' and 'how'.

BEST FEEDBACK

"Reelika did an amazing job! She was like conducting an orchestra making everything work out smoothly and in harmony." (by Microsoft HR Director)

STRENGTHS

Hard-working

Inner motivation

Interpersonal & communication skills

Analytical

Hands-on

Detail-oriented desiring to see the big picture

LANGUAGES

Estonian

English

German



EDUCATION

Master's level studies in HR Strategic Management

Tallinn Technical University

📅 Sept 2018 – ongoing

Master's level qualification in

Andragogy

Tallinn University

📅 Sept 1999 – June 2003