

Alica Fuchs

337 Palmerston Blvd | Toronto M6G 2N5
416.918.1402 | alicarfuchs@gmail.com

Skills and Competencies

- Staff Recruitment and Retention
- Program and Event Management
- Proficient in MS Office
- Acting
- Strong customer-focus
- Orientation and Onboarding
- Self-motivated
- Voice Over
- Performance Evaluation
- Contract Negotiation / Administration
- Teamwork / Collaborative

Work Experience

Jan. 2020 – Today

HR Manager and Clinical Trial Assistant

Antibe Therapeutics Inc., Toronto, Canada

- Clinical Trial Operations
- HR consulting

Aug. 2021

Acting – German Hero

Destination Ontario – Discover Together

Jan. 2018 – Sep. 2019

Bilingual Senior Process Executive

Cognizant Technology Solutions, Toronto, Canada

- Operate information systems to analyze data
- Review social media content based on client requirement and implement policies on a variety of workflows
- Develop, implement and improve policies for social media clients
- German language lead, responsible for managing and reviewing the collective workload of the German data review agents
- Auditing, mediating and resolving disputes within the data analyzation process
- Work closely with internal teams as well as external clients to balance day-to day service support

Jan. – Sep. 2017

HR Generalist

Diehl Aerospace GmbH, Überlingen, Germany

- Operate daily HR business and administration
- Provide HR direction to management and guidance to employees
- Full cycle recruitment:
 - Create and coordinate job postings and correspond with applicants
 - Recruit and interview candidates in German and English
 - Assist in contract negotiation and draft contracts
 - On-boarding, orientation, and retention of newly hired personnel
 - Improve the recruitment process and increase efficiency and expedition
 - Assist with converting to paperless application process
- Assist in workplace health management
- Plan and conduct HR events

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Apr. – Aug. 2016

Member of the Information Team

Affenberg Salem - Educational Wildlife Park and Research Facility, Salem, Germany

- Information work about Barbary Macaques and environmental protection
- Tour guide for visitors
 - Guide visitors through the park and explain behaviour of Barbary Macaques, reasons for their endangerment in wildlife and current environmental issues.

Apr. – Dec. 2015

HR Intern and Personnel Officer

Diehl Aerospace GmbH, Überlingen, Germany

- Assist in daily HR operations – recruitment, onboarding, compensation, training and development, recognition, performance management
- Create reference letters for employees and students
- Internal and external correspondence with management, employees and applicants
- Compile statistics reports by use of SAP HR
- Recruit interns and apprentices – corresponded with applicants, conducted job interviews and drafted contract

Feb. – Jun. 2015

Honorary Project Manager

Global Campus, International Education Program, Innsbruck, Austria

- Conduct research on the topic of palm oil
- Plan and organize a public photo exhibition and event about palm oil
- Public relations activities – e.g. design and compile flyers and posters, publish information via University E-mail and different homepages

Education

Oct. 2011 – Sep. 2015

Bachelor of Science - Management and Economics

Leopold-Franzens University, Innsbruck, Austria

- Bachelor thesis: Recruitment Practices in International and Intercultural Contexts, grade 1
- Areas of specialization: HR Policy, HR Management and Development, Tourism and Service Economy

Qualification

Languages:

German (native), English (fluent), Spanish (basic)

HRIS applications:

SAP HR, Haufe Umantis – E-Recruiting/Applicant Management Tool

IT skills:

MS Office (Excel, Word, Power Point), Salesforce, Lotus Notes, Microsoft Outlook

Other:

Acting, Voice Over