



First name and Surname: CRISTINA BENS  
Nationality: Spaniard  
Mobile Phone: 0 34 696708120  
e-mail: [krisbensa@gmail.com](mailto:krisbensa@gmail.com)  
web site: [www.cristinabens.com](http://www.cristinabens.com)

### OFFICIAL TRAINING:

- **Bachelor's Degree in Psychology**, in the University of Valencia. Oct 2000- Jun 2005.
- **Master's Degree in HR Management and knowledge Management.** Business School Estema (European University of Madrid) Oct 2007- July 2008.

### WORK EXPERIENCE:

- **Talent Manager.** January 2010- Today  
ENCAMINA. Software Consultancy sector. Valencia, SPAIN  
(60 employees)

#### Responsibilities and achievements:

- Establishment of HR policies.
- Establishment of strategic objectives in collaboration with the CEO. Monthly review of progress.
- Audit remuneration policy
- Reunification of diets and creating on-demand compensation
- Selection of internal staff and recruitment for clients.
- Management Training Plan and the budget.
- I created a competency system for identify weaknesses in our team. We improve our Knowledge in general and in specific skills.
- Climate survey and proposals for improvement. Significant participation and results improving.
- Management of internal communication and expansion with corporative social media.
- Labor relations.
- Supervisor Work health risk prevention.
- Creation a blog and a tv channel winning an award innovative HR.
- Development of the Equal opportunities policy and plan. We received a grant of the Ministry of Equality and a recognition of Equal opportunities company.
- Other projects (creation of social media guidelines, employer branding improvements, development of the intranet of HR, creation of the employee site, renew the suggestion box)

- **Talent Officer.** April 2007- December 2009  
ENCAMINA. Software Consultancy sector. Valencia, SPAIN  
(60 employees)

Responsibilities and achievements:

- Job descriptions
- Selection of internal staff and recruitment for clients.
- Creation and management of the Training Plan.
- Creation work climate survey and proposals for improvement.
- Audit and implementation of internal communications plan
- Labor relations.
- Work risk prevention
- Collaboration with quality Department.
- Other specific projects

□ **HR Officer.** April 2006- April 2007.  
Norma 4 S.A. Tech Consultancy. Madrid, SPAIN  
(200 employees)

Responsibilities and achievements:

- Retruitment for banks, insurance companies and multinationals in general
- Attracting the best professionals.
- I created a database of candidates for efficient screening (collaborating with an IT technician to the building)
- I always achieved my objective of contracts.

□ **Recruiter.** November 2005- April 2006.  
Commit Sistemas S.L. Tech Consultancy. Madrid, SPAIN  
(50 employees)

Responsibilities and achievements:

- Recruitment several tech profiles: like php, java, .Net developers, architects or systems engineers for example.
- Reporting to CEO
- I was congratulated by the number of contracts.

□ **Recruiter.** August 2005- October 2005.  
Grupo Seprotem S.A. Recruitment services sector. Madrid, SPAIN  
(+200 employees)

Responsibilities and achievements:

- Recruitment generalist roles.
- Management of some accounts of the temporary employment services
- I achieve a group of 20 employees for and event since 7p.m to midnight hour for an error of the department of event organization. Client: Feria de Madrid
- I attended a strike of 25 women on a temporary employment service, improving conditions in negotiating with the client.

□ **Employment Counselor.** April 2005-Juny 2005.  
Fundación Servicio Valenciano de Empleo. Public Employment Agency. Valencia, SPAIN (internship). Highest rate.

Responsibilities and achievements:

- Recruitment
- Career guidance for unemployed
- Information and advice on grants or course, preparation of CV and interviews

### **ADDITIONAL TRAINING:**

- Finances for non-financials. Business School Luis Vives. Oct – Nov 2011
- Emotional Intelligence. Adams. Dec 2010- Feb 2011
- Positive Psychology in the companies. ENCAMINA May 2010
- Equal Opportunities in the company. Conselleria de Benestar Social. Nov 09
- Payroll and social security. Adams. April –June 09
- Absenteeism management. Nanfor ibérica School. January 2009
- Team leadership. San Román. 68h. Nov-Dec 2008
- Work stress management. Nanfor ibérica. Octubre 2008
- Performance evaluation and Competency management. 16h Nov 2007. Business School Luis Vives
- Technology architecture in bank. May 2007. ENCAMINA.
- HR Management. 60 h. Feb- March 2007. Adams
- Labor contracts forms. 30 h. Apr- Juny 2006. Adams.
- Selection and recruitment techniques. 20 h. Mar- April 2006. Adams.
- English course in University of Valencia's languages center.60 h. July 2004

### **LANGUAGES:**

- English: reading, writing and listening high-intermediate. Speaking: intermediate. (4<sup>th</sup> course in languages school currently)
- Spanish: Mother tongue
- Valencian: Mother tongue

### **COMPUTER SKILLS:**

- Desktop tools (Microsoft word, Excel, powerpoint) proficient user. Internet, e-mail platforms and social media proficient user.
- Use of CRM and Sharepoint like work tools to diary personnel administration: Vacancies, applicants, days off, courses registration, enrolment documents...

### **OTHER INTERESTING DATA:**

- Driving license.
- Professional blog (corporate) writer: [www.sumatutalento.com](http://www.sumatutalento.com)
- Personal blog owner: [www.cristinabens.com](http://www.cristinabens.com)
- Professional profiles on: Linkedin and twitter (@Crisbens)
- Business acumen and organizational awareness
- Large capacity of learning and adaptation.
- Self-organized and significant capacity of planning.
- Attention to detail but in fast-paced environments.
- Change-oriented.

### ***References if needed***