

## Contact

0724 990 237 (Mobile)  
vlasceanu.maria94@gmail.com

www.linkedin.com/in/maria-  
vlasceanu-55a79b107 (LinkedIn)

## Top Skills

Human Resources  
Training  
Social Skills

## Languages

English (Professional Working)

## Certifications

English Language Certificate B2  
ECDL  
Driver's license

# Maria Vlasceanu

Organizational Development Specialist at Ubisoft | Sociology PhD  
Student  
Bucharest

## Summary

Passionate HR with a demonstrated history of working in the creative industry (computer games & advertising). Expertise in HRBP, OD & L&D. Strong social sciences professional with a Master's degree focused on Human Resources Management and Services from University of Bucharest. Currently, I am expanding my research skills and knowledge in my PhD studies.

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## Experience

### Ubisoft

3 years 11 months

Organizational Development Specialist  
November 2021 - Present (7 months)  
Bucharest, Romania

### Career & Development Specialist

July 2018 - November 2021 (3 years 5 months)  
Bucharest, Romania

#### Onboarding & offboarding:

- Manage the onboarding process to assure the successful integration of newcomers;
- POC in the relation with other departments or studios;
- Monitor the success of the onboarding frameworks and adapt it accordingly;
- Deliver the onboarding orientation & presentation to all new employees in Day 1;
- Partner with managers to assure a smooth onboarding process;
- Manage offboarding full process (exit interview & investigation on possible retention plans).

#### Performance management:

- I managed the annual performance review: coach managers on guidelines and on the end-to-end process;

- I act as a business partner in collaboration with the managers to identify both performance issues and people with development potential, proposing actions to better perform/develop.

Motivation & retention:

- Act as a Project Manager for the investigation of motivation analysis;
- Design & implement the analysis of motivation project (scope, objectives, methodology of research, reports, proposing solutions to mitigate TO risks).

Learning & development:

- Investigate the L&D needs across the department and create plans that match the teams' development needs, the studio's strategy and respects budget constraints;
- Drive and implement the L&D plan: internal/external trainings/conferences/workshops/programs by organizing presentations, workshops, and information sharing.

Career development:

- Handle and follow-up on employee's career paths and development (ex: create individual development plans for key positions)

## ICON Advertising

### HR Specialist

July 2016 - June 2018 (2 years)

Bucharest, Romania

Recruitment:

- Responsible for the full cycle of recruitment and candidate's assessments, for talent sourcing and attracting candidates to interviewing and hiring
- Act as a POC between candidates and managers during the selection process
- Manage the recruitment process using standard and also alternative recruiting canals, practices and procedures necessary to recruit and hire a superior workforce for all the company's departments.

Onboarding:

- Oversee new-hire orientation process and ensure a well-organized, positive onboarding experience for new hires
- Assists with the implementation of the performance management system that includes performance development plans for onboarding

- Provides necessary guidance and materials to employees including manuals and employee handbooks

#### Organization Development:

- Assist with the carrying out of the wide process of organization development that addresses issues such as succession planning, performance management or engagement
- Assist with employee communication and feedback through employee satisfaction surveys, employee focus groups, one-on-one meetings
- Create reports based on satisfaction surveys; propose and develop specific engagement programs.

#### Administrative task:

- Assist with the development of procedures and policies for the company
- Assist with the implementation of company administrative tasks (maintain relations with the outsourced operations - the accountants, lawyers, workforce medical center, SSM provider and all the other administrative providers)
- Preparing and maintaining employment records related to events such as hiring, termination, leaves or other legal task (Contracts, Dismissals etc).

### CGS (Computer Generated Solutions)

#### English Support Analyst

November 2015 - June 2016 (8 months)

Bucharest, Romania

- Resolves customer questions, complaints and requests via telephone /chat
- Perform customer verifications and promptly respond to customer inquiries regarding their orders
- Offers customer support using different software applications
- Record details of the actions taken.

### Telekom Romania

#### Learning & Development Intern

February 2015 - May 2015 (4 months)

Bucharest, Romania

I was an intern for the L&D function and my main responsibilities were to manage the papers required for all the new interns (health history, birth certificate, C.I., etc.) and to create an induction tutorial for managers that became Mentors for Posdru Programe.

### Mercury Research

### Research Analyst Intern

April 2014 - June 2014 (3 months)

Bucharest, Romania

I was part of the CATI Dep. and I was responsible to apply telephone surveys, collect data on consumers, competitors and market in order to consolidate information into actionable items, reports.

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## Education

### University of Bucharest

Doctor's Degree, Sociology · (September 2021 - June 2024)

### University of Bucharest

Master's degree, Human Resources Management and Services · (2016 - 2018)

### University of Bucharest

Bachelor of Education - BEd, Psycho-pedagogical certificate - The first level of certification for the teaching profession · (October 2013 - June 2016)

### University of Bucharest

Bachelor of Sociology and Social Science, Human Resources Management and Services · (2013 - 2016)