



## ABOUT

Well - educated and result - driven Human Resources Specialist with 10 + years of extensive experience in participating in the whole recruiting process , creating employee development programs , and coordinating HR managers. Great communicator with exceptional analytical skills and strong attention to detail and accuracy . Offers a highly professional attitude and important ability to remain calm in stressful situations .

## SKILLS

HR Policies / ISO / IMO / MLC - EXPERT  
Employee Relations / Problem solving - Expert  
Talent Management / Project  
Management - Expert  
Organization / Time Management - Expert  
Recruiting / Training - Expert

## LANGUAGE

English	_____	Fluent
Rus/Ukr	_____	Native
Turkish	_____	Beginner

## CONTACTS

✉ whitegold2407@gmail.com

☎ +38093 - 422- 07 -44  
+90554 - 240- 00 - 70

HR SPECIALIST/ COORDINATOR / PROJECT MANAGER

# OLGA STARUKH

DATE OF BIRTH / 24 JULY 1992

## WORK EXPERIENCE

### DEPUTY HR DIRECTOR / SENIOR RECRUITER

July 2023 - January 2024

Mystic Cruises , Portugal

- Set up of Educational Program for Seafarers of Shipowners fleet
- Control Crew Department Work / ITF / P&I cases solution and control
- Assistance of Shipowner in new Technologies / Representative of company abroad
- Coordination work of HR / Crew Managers / MXP System / Coordinating rotation Plan for next 6-8 month / Summer - Winter Season
- Start up of effective Recruiting Model including Social Media and Strategy Planning /
- Payroll
- Certification and qualification Check list / Programs for upgrading services of Company
- Check up of Database and coordination of 2000 crew members on board personnel / 12 Nationalities /
- OnBoard Check up of system and coordinating correct hiring and work process of all crew members on board

### HEAD OF HR DEPARTMENT / PROJECT MANAGEMENT

2020- May 2023

Sea Lion Shipping Company , Turkey

- Successfully managed the recruitment and onboarding process for over 500 employees within 3 month period
- Developed and implemented comprehensive HR policies and procedures to ensure compliance with laws and regulations / Flag regulations
- Managed employee relations issues , including grievances , disputes , and disciplinary action
- Operation 24 / 7 with Travel Documents / Agent arrangements / Contract / Pre join Training / Area of Trading Europe / Black Sea / South Korea / South Africa / USA

### HEAD OF CREW DEPARTMENT/ TRAINING COORDINATOR

2017-November 2019

Demos Shipping Group / AVANT , Ukraine / Turkey / Netherlands

- Dealing with ( POEA ) all queries & Problems to the manning of the International Seafarers
- Monitoring all the visas filed by the seafarers for the different vessel ( Merchant / Offshore fleet )
- Checking & Monitoring the National Assessment Certification ( NAC ) of the seafarers pool
- Dealing with the different embassies especially with new Policy
- Communicate with vessel and coordinate correct crew change procedure
- Every 2 month onboard check up of Crew conditions and qualifications / upgrading of training programs / communication with Office

# OLGA STARUKH

## EDUCATION

Odessa National Maritime Academy / Ukraine / BACHELOR DEGREE Maritime Managment / International Relations	2009-2014
Odessa National Maritime University / Ukraine / MASTER DEGREE International Economy / Maritime Business	2014-2018

## PROFESSIONAL DEVELOPMENT

Marine HR / MXP / Crew change Software MXP , Netherlands	2023
Human Resources Development / Methodology of Strategy AVANT , UKRAINE	2021

## ACHIEVEMENTS & CERTIFICATIONS

Basic Safety Training Course /	2023
Crisis Managment & Human Behaviour	2023
Designated Security Duties	2023
Seaman Book / Ukraine	2024

## REFERENCES

Ana Vicente Mystic Cruises , Portugal	+351 918 615 130
Diana Dalaoyan Mystic Cruises , Phillipino	+639 688 630 407

# COVER LETTER

DEAR COMPANY,

Happy to explain about my goals .I have an associate degree in management with courses that focused on office administration, computer applications and business communications.

My natural leadership abilities combined with my education qualifies me to hold this management position and I also possess very strong communication skills with the ability to convey information clearly.

I have the skills to supervise the staff, create schedules and assign duties. I also have the experience and training to coordinate with other departments and to keep the warehouse organized and running smoothly.

During my ten years of experience working as a clerk in the shipping department of a large corporation, I became familiar with the procedures used to ensure all shipments contained the right items and that they were sent to the correct address.

My duties included checking shipments on the computer system to determine where they were and if they would be delivered on time. They also included updating accounts, acquisitioning materials and monitoring in-transit tracking methods.

My excellent multitasking and time management skills make it possible to perform the duties required by this position and my friendly interpersonal and strong negotiating skills are great assets that helps dealing with suppliers and with customers.

I have included a complete look at my educational background, work history and skills relevant to this position in the attached resume and I am confident that you will agree my credentials match the requirements posted for this position.

SINCERELY,

OLGA STARUKH