

Antje Bösecke

Trilingual Human Resources professional with over 10 years of experience. During my career I have been working in Customer Service, Project Management and Human Resources. I am a committed and reliable person, results oriented, collaborative and enthusiastic about working with people in an international and dynamic environment.

WORK EXPERIENCE

Human Resources Generalist

Aertec Solutions // 2013 - present

- Act as a contact person for employees and managers of different business units.
- Support the delivery of HR processes.
- Advising managers and employees on HR issues and tools.
- Management of national selection processes which includes recruitment, job interviews, hiring and welcome plan (supporting UK and Germany).
- Labor relationship: control of contractual situations of national employees, collaborating with an external consultancy.
- Identifying training needs, development of training plans and carrying out the annual internal and external training plan mainly for our Seville's office.
- Support the implementation and fulfillment of the skills management systems.
- Management of annual leave, sick leave, maternity leave.
- Management of agreements with national universities and training companies.
- Communication with external companies and business partners related to the HR department.
- Participation in internal and external quality audits.
- Support to Health & Safety Management.

Administrative

Glenser Aerospace // 2012 - 2013

- Assistance to the General Director and all the other departments of the company (HR, Administration, IT, Health&Safety, Procurement, Accounting & Finance).

Trainer

Plan 3 // 2012

- Development and delivery of a training course called "German for tourism industry" (50h).

Project Manager - Country Manager Spain

Ideamano // 2008 - 2011

- Project Management for German and Spanish market (concept development and content management for websites and social media).

Internships

Centro Internacional de Español Melkart / Berlin Convention Office

2005 - 2007

- Different periods of internships to improve my professional and language skills.

EDUCATION

Master in Human Resources Management
EUDE Business School
2014

Diplom Kauffrau (FH)
Harz University of Applied Sciences (Germany)
2008 // homologated in Spain since 2018

CERTIFICATIONS

CAE - 2014
(C1 - Certificate of Advanced English)

DELE - 2007
(C2 Proficiency Spanish)

SKILLS

Soft skills

Teamwork and collaboration
Communication
Customer focused
Analytical Skills
Results orientated
Leadership

Languages

German native level
Spanish proficient level
English negotiation level
French basic level

IT

Microsoft Office
Internal tools