

## Victor PRAZUCK

# HR Generalist

## 2 years of professional experiences

### HR Management - Negotiation- Legal

☎ : +1 (832) 951-5501  
✉ : victor.prazuck@gmail.com  
✉ : 2638 Yorktown Street  
77056 Houston, TEXAS  
USA

### Qualities

- o **Organized**
- o Strong Analytical Skills
- o Problem Solving
- o **Result Driven**

### Skills

- o **Strategic Planning**
- o **HR Analysis**
- o Sourcing
- o **Project Management**
- o Communication
- o Accounting

### Languages

- o English: Bilingual
- o French: Mother tongue
- o Spanish: Basic

### Software

- o Microsoft Office Pack
- o **Excel (advanced level)**
- o **Visual Basic (VBA)**
- o Microsoft Project Manager

### Interests

- o Guitar: Blues & Jazz
- o Trekking
- o Rugby (Club)
- o Painting

### Start Up Challenges

Crash Test I (6 months)  
Crash Test II (6 months)  
Hackathon Dec 2012 (36h)  
Hackathon Feb 2013 (36h)  
24H Chrono Novancia 2012

## EXPERIENCES

### Recruiter | Security Nationwide Inc. - Houston TX, USA

Mission: **Manage daily recruitment** and create and implement an HR data base.

- o Identify human resources requirements, and analyze the process of recruitment of armed security guards.
- o Develop a clear and detailed **process of recruitment**.
- o Design an HR Data base (**Excel, Power Pivot Table** and **VBA**).

Dec 2014 -  
Sept 2015

- o Create a **geolocation recruitment application with Power Map** to respond to **multi-site operations needs**:
  - >> Manage the cost reduction of HR advertising by **cost performance analysis**.
  - >> Streamline the **performance optimization** on **Human Resources budget** (generate +14% of applications; -12% of turnover).
- o Manage the corporate administration on the **labor legal aspect** of HR department, **Federal** and **Texas regulations**.
  - >> Create a new **employment contract** and **implement it** with every new employee.
  - >> Initiate and implement a clear and precise **process of dismissal** (reduction of legal risks).

### Project Buyer CMI-Medexpert - Paris, France

Mission: **Identify opportunity**, launch tenders, and **negotiate** purchase agreements on medical equipment for governmental tenders in West Africa. (450K Anti-Malaria nets, and 150K anti-malaria stings).

Feb 2014 -  
May 2014  
(4 months)

- o **Sourcing**, launch and review RFI/RFQ/RFP, production capacity, select suppliers, issue purchase orders at favorable prices consistent with quality, quantity and requirements of the WHO specification.
- o **Negotiate prices, discount** and Inco terms, with **international suppliers** (-22% on prices).
- o Work closely with suppliers to obtain and develop quality products.
- o Source any rivals activities on those governmental tenders.

### President| ESGMS Consulting, Junior Enterprise - Paris, France

June 2012 -  
June 2013  
(1 Year)

- Mission: Increase sales of the organization and **implement a new accounting policy**.
- o **Streamline the bookkeeping** to obtain the Junior Enterprise National Confederation accreditation.
  - o Implement the **information system SIAJE** for monitoring missions and project managers.
  - o **Manage** an office, the **accounting of the organization**, the customer relationship. (+41% revenue; reduction of recurrent accounting error cost of 5000\$/Year).

Sept 2011 -  
May 2012  
(9 months)

### Project Manager | ESG Business Services ASS- Paris, France

Mission: Manage, recruit and plan direct marketing missions.

- o **Hire, train, supervise** and **manage** services **missions** from the quoting to the end of the 5 missions. (**26 employees**).

July - Aug  
2010  
(2 months)

### Assistant Buyer Sphere France SA - Paris, France

Mission: Reduction of fixed costs related to production materials.

- o Source, run RFQ analysis, select suppliers for tender launches.
- o Verify the quality, quantity, requirements and product specifications.
- o **Negotiate** prices, discount terms for the coming year.
- o **Analyze price forecasts**, the **needs** and the purchased inventory levels, and supply various aspects.

## EDUCATION

### ESG - Ecole Supérieure de Gestion (Paris Business School), Paris

2012-2014

- o **Master - Business Management**
- o Marketing & Communication: Digital Marketing, Communication
- o Entrepreneurial finance: Fundraising, **Finance, Corporate Recovery Audit**
- o Best Practice and Benchmarking: **Business Development**, Business Models Studies

### Dublin Business School, Dublin, Ireland

2010-2011

- o Bachelor of Business Administration
  - >> Strategy Management, Marketing, **Information System Management**.

### ESG - Ecole Supérieure de Gestion (Paris Business School), Paris

2009-2011

- o Bachelor of Business Administration
  - >> **Accounting, Finance**, Budget Management, Communication