

ANDREEA ZURALII

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SUMMARY

Dedicated HR professional with experience in internal HR operations, international mobility, and cross-team coordination. Skilled in managing documentation, keeping workflows organized, and communicating clearly across global teams, while remaining adaptable and proactive in fast-paced environments.

WORK EXPERIENCE

Human Resources Intern, BASF Digital Hub - Madrid, Spain Jul 2025 - Jan 2026

- Supported Talent Management initiatives and assisted in developing talent programs.
- Managed HR admin tasks, including documentation and responding to employee requests.
- Collaborated with HR Business Partners and mapped HR processes to improve efficiency.

Linguist Recruiter , DALIS - Iasi, Romania April 2024 - Aug 2024

- Recruited and evaluated linguists for interpreting projects.
- Managed onboarding and compliance to ensure smooth project integration.
- Maintained the linguist database and managed relationships for future collaboration.

Human Resources Analyst, Conduent - Iasi, Romania Jan 2023 - Feb 2024

- Oversaw international relocation processes, coordinating across departments and ensuring all documentation and notifications were submitted on time.
- Managed employee data and supported onboarding and integration in the host country.
- Responded to employee inquiries and provided ongoing guidance throughout the relocation cycle.

Human Resources Intern, Extramus- Terranova da Sibari, Italy Jan 2023 - Feb 2024

- Managed recruitment and selection processes for candidates.
- Led brainstorming sessions and organized team-building activities to improve practices and team collaboration.
- Prepared work schedules and tracked attendance for accurate reporting.

EDUCATION

Master of Strategic Human Resources Management in Europe Sep 2023- Jul 2025

Alexandru Ioan Cuza University- Iasi, Romania

- Exchange Studies in HRM at **Istanbul University** - Istanbul, Turkey
- Thesis on "Influence of Social Media Trends on New Generation's Workplace Expectations."

Bachelor of Economics and Business Administration Sept 2019 - Jul 2022

Alexandru Ioan Cuza University- Iasi, Romania

- Exchange studies in BA at **ISAG Business School** - Porto, Portugal
- Exchange studies in BA at **Mendelu University** - Brno, Czechia

ADDITIONAL INFORMATION

- **Skills:** Talent Acquisition, HR Administration, Global Mobility Support, Process Improvement, Stakeholder Coordination.
- **Tools:** MS Office Suite, Google Workspace, Trello, Calendly, Workday (employee data & navigation), Adobe Lightroom.
- **Languages:** English (Advanced), Spanish (Pre-Intermediate), Romanian (Native).