

## Curriculum Vitae

### Personal data



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### Qualifications

- **Licensed Psychologist**, MA degree, specializing in **Adult Clinical and Health Psychology** - Károli Gáspár University, Budapest, Hungary
- **Body-psychotherapist candidate** (ICD integrative core dynamics awareness) – EABP (European Association for Body Psychotherapy) accredited
- **Systematic Family Constellation Facilitator and Practitioner** - 2025.
- **Conscious Dance and Movement Workshop Facilitator** - 2025.
- **Psychodrama – 300 hours of experiential self-awareness** training – Hungarian Psychodrama Association
- **Life and Business coach** - LHAMO Vital Human Training and Servicing Ltd. and Lineo International Consulting Ltd.
- **Chartered Economist** specializing in **Management (organisation-leadership) and Human Resources Management** - University of Miskolc Faculty of Economics
- **Trainer** - Dual Focus Consulting Ltd.
- **Language skills: English – C1 active, Spanish – beginner, Italian - C1 passive, German – basic, passive, Hungarian - native**
- Computer skills: user level (**MS Office, ERP**), Typing.

### Personal characteristics

**Creative, goal-oriented, proactive, collaborative, flexible, excellent at organizing and time management.**

### Professional experience

**Private practice – Psychological consultation and Coaching** (Integrative body-focused approach)  
**2022 – present**

#### **Responsibilities:**

I help my clients unlock their full potential and the opportunities that lie dormant within them. I assist my clients in doing everything possible for themselves, their goals, their relationships, and everything they value. My approach is integrative, body-focused and my values are person-centered and transpersonal. Feel free to reach out to me with confidence!

**HR Leader, Organizational Development Project Leader**  
**2023 – 2024 Primőr Cosmetics Ltd. (Distributor company with a focus on FMCG)**

#### **Responsibilities:**

- Developing and implementing organization development strategies aligned with business objectives to drive growth and performance improvement

### ***Curriculum Vitae - Szilvia Tünde SEBESTYÉN***

- Developing and implementing HR strategies and initiatives aligned with the organization's goals and objectives
- Supporting organizational change initiatives, including restructuring, process reengineering and cultural change project
- Designing and facilitating leadership development programs to build leadership capabilities and enhance succession planning
- Collaboration with cross-functional and regional teams to identify organizational needs and delivering tailored solutions to address them
- Facilitating workshops to engage employees in the change process and gathering input for improvement initiatives
- Conducting organizational assessments
- Managing the development and implementation of HR policies, procedures, and programs in talent acquisition & selection, onboarding and Learning & Development
- Conducting workforce planning and talent acquisition activities to ensure the organization had the right people in the right roles.
- Partnering with hiring managers to identify key employer value propositions and develop targeted messaging for recruitment campaigns
- Leading recruitment efforts, including sourcing, screening, interviewing, and hiring candidates across various departments and countries
- Developing and executing learning and development strategies aligned with organizational goals and objectives
- Providing guidance and support to management and employees on HR-related issues, including employee relations, disciplinary actions, and conflict resolution
- Providing coaching and support to managers on performance management, employee development, and HR policies and procedures
- Conducting training and development programs to enhance employee skills and competencies
- Managing and succeeding HRIS implementation and data management project
- Developing and implementing employer branding strategies and initiatives across various channels, including social media
- Collaborating with marketing and communications teams to ensure alignment of employer branding efforts with overall corporate branding strategy

#### **HR Manager, Organizational Developer**

**2018 – 2021 *EB Hungary Invest Ltd. (Construction manager and general contractor - with a focus on monuments)***

#### **Responsibilities:**

- Implementing and establishing an HR process, system almost from scratch
- Organizational development and change management tasks
- Strategic planning, development and management of HR-related processes and internal regulations
- Contributing to the development of the employer brand
- Developing and managing a mentoring system
- Coordinating learning and development processes
- Writing articles for company newsletters
- Survey of employee satisfaction and organizational culture
- Establishing HR organization and infrastructure
- Managing employees, organizing HR tasks
- Job analysis, creating job profiles and job descriptions for all existing positions in the company
- Recruiting staff, designing and managing job advertisements, finding effective advertising platforms
- Managing recruitment, selection and hiring
- Supporting the onboarding and training of new colleagues, providing orientation training
- Developing and managing an effective performance management system
- Improving positive employee relations
- Providing HR advice, supporting managers in developing their teams

**Organizational Developer, HR Associate, Project Finance Manager, Controller**

**2008 – 2018 Education Office**

**Responsibilities:**

***As an Organizational Development expert:***

- The company's complete organizational review and reorganization
- Contribution to streamlining workflows (as the representative of the Economic Directorate)
- Study and examination of the current work processes at the economic department, including the documents used and the regulatory documents
- Convening and holding meetings
- Delegating tasks within the department, setting deadlines
- Reporting and monitoring tasks assigned to staff, and forwarding the results to the Quality Management Office
- Implementation of business operation documents to comply with legal regulations, and optimizing them as needed
- Giving presentations and training to the management and staff of the Economic Directorate on the QMS; Presentation of the Quality Manual

***As an HR associate:***

- Assessing workforce needs, preparing staffing plans, in consultation with specialist executive staff and project managers
- Planning salaries and wage-related costs, monitoring the development of plans
- Recruitment, selection, hiring
- Onboarding, training and integration of new staff

**Cost Analyst**

**2008 February - July 2008 Cemex Hungary SSC, Budapest**

**Controller Intern**

**2005 – 2007 (BÉM Ore, Mineral and Waste-Recycling Works Ltd.)**

**Education Organiser**

**2004 – 2006 Trade and Tourism Training Ltd.**

**Interests, hobbies**

Travelling abroad, dancing, listening to music, writing, reading, hiking.

