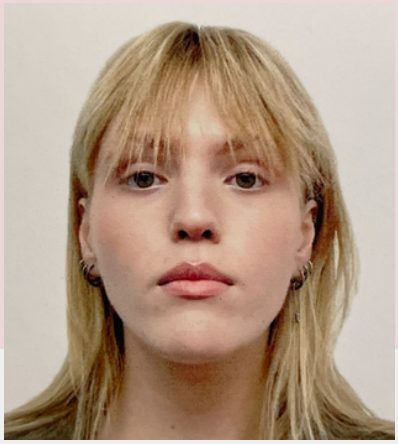


# YANA PERETYATKO

HUMAN RESOURCE PROFESSIONAL

Bachelor's student in Human Resources with strong organisational and administrative skills. Known for effective teamwork, clear communication, and a customer-focused approach, I bring a collaborative mindset to support smooth office operations and enhance team productivity. Skilled in time management, I excel at balancing multiple priorities and delivering accurate, timely work. Eager to contribute my HR knowledge and dedication to service excellence in a dynamic professional environment.


+37122382127

yana.peretyatko17@gmail.com


## Education

### Human Resource Studies: People Management BSc

**Tilburg University**

2024 - 2027

### International Baccalaureate Diploma

**International School of Latvia**

2019 - 2024

## Achievements

Prime Minister's Academic Excellence Award

Academic Grant

Athletic Achievements in Alpine Skiing

## Languages

**English**: fluent

**German**: intermediate

**Russian**: fluent

## Skills

Microsoft Office and SPSS
Evidence-Based HRM
Formal communication
Emotional intelligence
Collaboration
Leadership traits
Time management

## Work Experiences

**March 2026**

### Kitch, Tilburg

Head Waitress

- Provided high-end dining experiences.
- Collaborated closely with kitchen and service staff.
- Maintained a professional and formal attitude in a high-paced enviroment.

**Sept 2025 - Feb 2026**

### Max Markt, Tilburg

All-round Employee

- Delivered customer service and handled POS payments.
- Collaborated with the team to help meet daily goals and presented levels of achieved financial targets.

**Jun 2025 - Aug 2025**

### SIA KRAG PROJEKTI, Riga

General HR Intern

- Supported end-to-end recruitment activities, including drafting job ads, screening CVs, scheduling interviews, and communicating with candidates.
- Assisted with HR administration such as maintaining employee records, preparing documentation, and updating HR databases and spreadsheets.
- Helped coordinate onboarding and internal communication activities, ensuring new hires received the necessary information and support.

**Mar 2024 - Jul 2024**

### Coffee Stop, Riga

Barista

- Prepared coffee and specialty beverages to standard, delivering friendly, efficient service.
- Operated POS, processed cash and card payments, and assisted with end-of-shift cash reconciliation.
- Maintained hygiene and food-safety standards.

## Experiences

### Cofounder of WhyWorkWorks?

Collaborated with a fellow HR student in creation of an independent research project translating social psychological findings into HR discussion and practice. Participated in creation the website and written works released under the label.

### Program Committee Member

Participated as a member of the HR Program Committee and participated in meetings with university administration to discuss the organisational efficiency of the HR programme and propose improvement ideas.

### Study Association INPUT

Took an active-member role in organising and running events for the study association. Networked with other HR students during the professional fairs to gather insights into the field of Human Resources in action.