



# Art'om Kux

**PROJECT & PEOPLE MANAGEMENT · OPERATIONS · PROCESSES & SYSTEMS**

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Prague, CZ · Open to relocation within the EU

## KEY SKILLS

### Project & Operations

- Excellent communication skills
- Independency and Responsibility
- End-to-end delivery
- Planning & scheduling
- Process design from scratch
- System migration (ATS)
- Compliance projects (GDPR)
- New-site / facility launch
- Agile

### Team & Stakeholders

- Leading teams
- Hiring & training
- 1:1s & performance control
- Legal / IT / business coordination
- Labor Law
- GDPR

### Tools

- JIRA, Confluence, Miro
- DocuSign
- ATS: Greenhouse, SmartRecruiters, SuccessFactors, Workday
- Figma, Adobe Suite, Ableton Live
- Cursor, Claude Code
- Python (basics)

## EDUCATION

### Charles University in Prague

European History / Political Science  
2014 – 2018

[Full list of obtained professional certifications](#)

## LANGUAGES

Czech – C2  
English – C1  
Russian – C1  
Ukrainian – B2  
Spanish – A2  
Serbian/Croatian – A1

## PROFILE

Hi! I am a Project and People manager with HR/TA background in corporate environments (5+ years in HR/TA, 2,5 years in PM, 2 years in People Management).

I run cross-functional projects rather than just day-to-day operations – a super smooth company-wide ATS migration, the launch of offices abroad and in my home country, building complex systems, building teams that didn't exist and teaching it how to work, always being the point of contact for legal, technical, and business stakeholders.

With this background, my strongest track record and current professional interest is in people and process management, as well as complex implementation of AI tools and RPAs into business activities.

## EXPERIENCE

### Consultant & Project Support

**Freelance** · Prague, Czech Republic · 2024 – Present

- I help businesses set up procedures, implement AI solutions, implement business style, hiring and onboarding processes, define roles, and plan.
- Already helped 20+ people rewrite their resumes, prepare for interviews, and reassess their career paths.
- I provide practical consulting on early-stage project planning and team collaboration.
- Also, I wrote several web projects utilizing (but not limiting to) AI Agents orchestration – growing controller, online synthesizer, several web design solutions (also for commercial use, not just as a modern hobby).

### Operations Lead

**Elevia** · Czech Republic · Jun 2025 – May 2026

- Participated in the launch of a 2500 m<sup>2</sup> medical cannabis cultivation facility as the key member.
- Set up procedures, safety practices, was responsible for crucial documentation within highly regulated business field.
- Trained a team, set the weekly schedule, and ran daily coordination; built quality standards and team culture from the first hire.
- Managed a propagation line to a high success rate by standardizing the process and tracking results week over week.

### Senior TA Partner & Project Owner

**Veeam Software** · Prague, Czech Republic · Aug 2022 – Jan 2025

- Promoted from TA Partner to Senior TA Partner & Team Lead within ~18 months; led a team of 3, running task flow, weekly 1:1s, and performance, with a 98% internal satisfaction score.
- Project-managed a full ATS migration: scoped requirements, coordinated with vendor and IT, migrated historical data, and trained the team over a ~3-month rollout.

- Built an internal knowledge base in Confluence from scratch.
- Co-led the stand-up of two new offices (Portugal, Germany): market research, hiring plans, and setup, delivering the first hires in each location.
- Piloted and rolled out AI tools across the team (introduced ChatGPT to TA Team in Nov 2022, ahead of several engineering teams); ran the training and wrote the usage guidelines.
- Hired people for hundreds of roles across EMEA & the US (IT, FinTech, Leadership, Corporate Support), coordinating directly with hiring managers and senior stakeholders.

### **Talent Acquisition Specialist**

**Deutsche Börse** · Prague, Czech Republic · Oct 2021 – Aug 2022

- Ran delivery for two engineering teams in parallel – 20–25 open roles at a time, mid to senior.
- Reworked intake and screening steps to cut time-to-first-interview and clarify status for managers.
- Built a weekly reporting dashboard giving managers visibility into pipeline and bottlenecks.
- Worked with HR Business Partners on retention analysis and exit feedback.

### **HR Operations & Compliance Associate**

**SAP Services** · Prague, Czech Republic · Feb 2020 – Oct 2021

- Ran a GDPR compliance project: reviewed 10,000+ employee records, set retention rules, coordinated with legal & audit to close gaps.
- Delivered HR operations across the Czech Republic & CIS – onboarding, contracts, visa/relocation.
- Coordinated onboarding for 5–35 people at a time, online and in-person, across several regions.
- Go-to person for complex cross-team cases (Benefits, Compliance, Talent); learned SAP systems and Czech labor law in depth.

### **Project Coordinator**

**TransPerfect** · Prague, Czech Republic · Jan 2019 – Oct 2019

- Managed a small team working on AI training data for NLP systems.
- Structured and cleaned linguistic data to improve model accuracy.
- Delivered updates, tracked metrics, and kept the work on schedule.

### **Junior Project Manager**

**Daxx** · Full Remote · May 2018 – Jan 2019

- Coordinated small distributed teams delivering custom software for Western European and US clients in digital media, healthcare and high-tech.
- Managed day-to-day project tracking in Jira, prepared status updates and risk reports for senior PMs and account managers.
- Ran stand-ups, helped with sprint planning and client demos, kept documentation up to date in Confluence.
- Supported onboarding of new team members and handled basic scope clarifications with clients.