### HACKTHE JOBINTERVIEW

### CV & INTERVIEW HINTS

# WHO WE ARE & WHAT WE DO

kyndryl

# YOUR CW &

## 

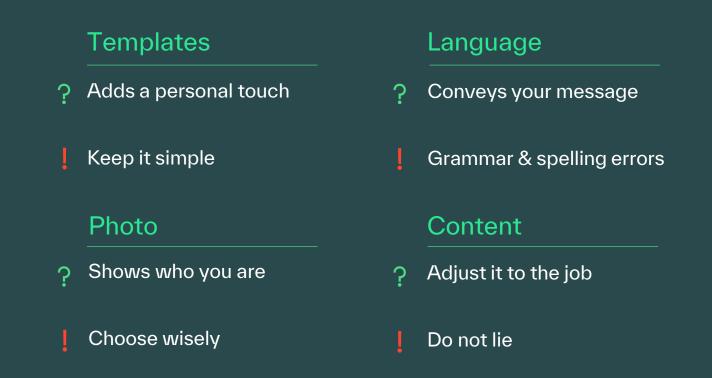
### Story of one CV Your CV's life cycle

Your CV What should it look like?

# It is the **first impression** you provide to your potential employer

### Fits on a single A4 page

### "Your resume says a lot about you. It determines whether you will be called in for an interview or not."



### Your CV **Examples**

### Agustin Ramos

Street, some house number, city, Planet Earth, Galaxy Phone: (+00-00) 00000-0000 E-mail: topgun00@gmail.com Age: 37

Particles of desires the following arrays in Franciski Posed Banking, Construction, Astronobile, Logistic, Panz, Aviston and Headharse. Beducation - Bachletor of Low-r Realided de Agricone, 2018 - Bachletor of Low-r Realided de Agricone, 2018 - Project Management - 1983 - Universidade de São Paulo - USP, 2019 - Present Languages - Portuguese - Native - English - fluent - Spanish - basic Openania - Hono Courses TTL Foundation 16 bgs, CIGS Concepts and Constanded 4 bgs, LIGS Concepts and Constanded 4 bgs, JIS3 Prove Users 4 bgs, SIGT Advanced 12 bgs, CA-7100 Management 3 bgs, CA-100 Management 3 bgs, CA-10

Governance management, creating a structure base for auditing purpose. Prepare briefing materials for reviews which aid leadership and stakeholders with decisions to ensure successful implementation of projects. Reduce project lags by supporting internal teams and client activities on strategic data analysis. Collaborate defining scope, gijdgropp and timelines for milliple releases. Collaborate in requirements gubering seasions and reviews with technical team to clearly define and management processes. Work with stakeholders to understand the service or product provided. Braiume the impact of changes made. Prioritization Opportunities and investment analysis Strategic alignment Company: GHI Job Title: RPA Tech Lead - 08/2018 - 09/2019 Job Tile IPA Tech Load. - 00/2019 - 09/2019 Responsibilities: Provincies regions: designed and developed RPA colusions to accelerate Buttletes processes responsibilities: Provincies regions: designed and developed RPA colusions to accelerate Buttletes processes uncloading syndramic in the project by resolutions: Disconting Standard and accelerate Buttletes and accelerate resolution of the project by resolutions: Disconting Standard and accelerate Buttletes and accelerate resolution of the project by resolutions: Disconting Standard accelerations: Resplicit Material Standard Resolution of the Project by Resolution of the Project Buttletes and Standard accelerations: Resolution accelerate Resolution of the Resolution Resolution of the Resolution Resolution of the Resolution Weeked on Process Definition Document (PGO) step by trac by hystroke level. Weekeel on Solitonic stage Document (EGO) Weekeel on Solitonic stage Document (EGO) Weekeel on think step process differences and the other with PAA tool. Department of the Solitonic and Carlo departs and department of the Department of the Solitonic and Carlo departs of the Solitonical Atabasea. Historical MCD Experiments and General Solitonical Atabasea. Historical Mathematics Department of the Solitonical Atabasea. Historical Mathematics Department of the Solitonical Atabasea. Historical Mathematics Analyzed Internet Internet Analyzed Internet Internet. Comparing IM. In The Nationan Systems Analysis 50: -08/2014 - 57/2018 Responsibilities: Justice article j predictions (20) system for person distances distances and international sections and the section of the system international system and the section sections and the section of the system international system and the section sections and the section of the system international system and the section section section and the system international system international systems and and the system international system international systems international systems and the systems and the system international systems international systems in the systems international systems international systems international systems international discommentation, and one of morphical has and international systems in the systems international systems international systems in the system international systems international sy

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Banomichivity: Etaluane context: seeformance by managing operational efficiencies, schedule managemet replet planta and requirements documentation. Collaborate in implementing an agile mindiet and scrum framework.

-Company: NOR -Company: NOR -For the Performance Analyst - Mainframe - 02/2013 - 11/2015 Fargoundhilder: Teach land acting an IPP reduction projects and good transporting to project from the -formation of the Performance Analysis - North Conf. (2015). Periodical project from the monitoring using related performance tools. Analysis targeting projects (persenting) and convertings requesters. So that the development environment, program and analysis in the section of a logical and physical sections. The section of the section of the section of a logical majorization of the section of the sec-station of the section of the sec-station of the section o vations.

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I am happy with the work that makes sense to me. Listening to the people and helping them to solve their needs. I always try to find the way how to make things done, improve them, make them more effective. My hobbies include music and theatre, sports (skiing, volleyball), books, baking.

Agile Champion Volunteering Project and Event Manager Femme Palette Mentor

Human Resources 🛛 💿 💿 🖷 Project Management • • • • Data Analyses • • • • •

### English in written and spoken

MASARYK UNIVERSITY Graduate of Sociology class of 2013

+420 776 423 325 petravilimkova.pv@gmail.com Brno, Czech republic LinkedIN

### **People Enthusiast PETRA VILÍMKOVÁ**

November 2021 - present

### EXPERIENCE

Kyndryl Client Center Brno, Czech republic (Kyndryl is IBM's spin-off) Sauad Leader for PCT Mainframe team (scheduling of applications) Leading the team of 25+ people Supporting clients and their business Reducing manual workload/optimizing costing and financial results Continuous improvements with peers and technical leads on all levels Customer visits/workshops, new business Team development - upskilling, promotions, hiring Cross team cooperation on projects, events, etc.

IBM Client Innovation Center Brno, Czech republic Apr 2014 - October 2021 Squad Leader for Mainframe PCT team (scheduling of applications) 04/2020 - present Leading the team of 25+ people Supporting clients and their business

Reducing manual workload/optimizing costing and financial results Continuous improvements with peers and technical leads on all levels Customer visits/workshops, new business Team development - upskilling, promotions, hiring Cross team cooperation on projects, events, etc.

Team Leader of Mainframe DBDC team (maintenance of databases) 08/2017-03/2020 Team leading for the team of 40+ people Shift planning and on-call coverage Distribution of the workload within the team Analyses of guality and guantity of the workload provided to the clients Enhancing motivation, teamwork, and cooperation Leading the team meetings Crisis management

HR Generalist 11/2015-07/2017 HR agenda from A to Z, supporting approx. 40 managers with hundreds of reporters The focal point for the new HR IS, the focal point for its implementation in one entity The focal point for Onboarding process and Adaptation of newcomers Employee Branding Local HR Intranet for employees creation

The focal point for internal communication Promotion of local HR team within the center (meetups with managers)

from HR Intern to HR Administrator

4/2014 - 10/2015

Administrative support as the intern HR Administrator responsible for Basic Administrative, Data privacy, Data validation, Program reviews

### Your LinkedIN profile What should it look like?

### Make it YOUR reflection

Fill as much as possible

Grow your network

Endorse others

### Be active

kyndryl



Petra Vilímková People Enthusiast & Manager for Mainframe Production Control Team & Leader of Women Business Resource Group Brno - město, South Moravia, Czechia · 500+ connections



### About

"They always say that time changes things, but you actually have to change them yourself."  $\sim\!\!Andy$  Warhol

WWW Kyndryl

Purposeful, reliable, opinionated, sometimes uncompromising. Acting stern and harsh, but in fact, kind, self-sacrificing and wants to embrace everyone. Intelligent with a general overview and firm moral principles, social feeling, people around matter. Enjoys organizing events, networking, good with creativity, attention to detail and sense for esthetics.

Likes people with their own opinion, sports (skiing, volleyball), books, baking, and picnics. Once asked about the preference in wine or beer, whisk(e)y is the answer.

### Experience

### kyndryl Squad Leader

**Kyndryl** Nov 2021 - Present · 5 months

Brno, South Moravia, Czechia

IBM Client Innovation Centers Europe 7 years 8 months

- People Manager for Mainframe Production Control team May 2020 - Nov 2021 · 1 year 7 months Brno, South Moravia, Czech Republic
- Team Leader for Mainframe DBDC/DBA team Aug 2017 - Apr 2020 · 2 years 9 months

### If you do not have any

the first thing you do today after school should be creating one

### If you have one check if it is in line with these hints

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### TIME FOR RECAP



kyndryl

# SUCCEED IN

## INTERVIEWS

# before the interview during the interview after the interview



- **Basic Company Information**
- Job Description
- **Company Mission and Culture**
- News & Recent Events

### prepare in advance before the interview

Research>	Review> Readiness
What to KNOW	You and CV
Basic Company Information	Review your CV
Job Description	Shape your Experience
Company Mission and Culture	Honesty
News & Recent Events	Positive Spin

### prepare in advance before the interview

Research>	Review>	Readiness
What to KNOW	You and CV	Managing Stress
Basic Company Information	Review your CV	Take time to prepare
Job Description	Shape your Experience	Practice your expression
Company Mission and Culture	Honesty	Prepare your questions
News & Recent Events	Positive Spin	Smile

### Showing up at the wrong time

try your best to show up on time – if you cannot, advise the recruiter before-hand!

### Talking only to one person

if the interview is conducted by more than one person, make sure to make eye contact with everyone

### **Dressing inappropriately**

when you are researching the company, make sure you clarify if there is a dress code requirement

### Treating phone or video interviews casually

test your camera and audio beforehand and choose a quiet and private place where you can carry the interview in peace

### **Poor communication and body language**

be polite and communicate with clear intention – avoid behaviors like fidgeting or tapping your knees/legs.

### Acting arrogant or entitled

confidence and arrogance are separated by a thin line – you are invited to the interview, no the way around - humility in your answers in key

during the interview

your potential, strengths and weaknesses play an equal role, but you are the author of the outcome

### INTERVIEW IS A GOI

prepare for open ended questions

Why do you want to work for us?

Tell me about an accomplishment you are proud of Tell me about a time you made a mistake (and what have you learned from it) Describe yourself, keep in mind your CV

What qualities are the most important to succeed in this role? How would **my job affect the business** in the short and long term? What **challenges** should I expect in the role? In the time that you've been with the organization, how has your **career** 

progressed?

What is the **one piece of advice** you will offer to me if I earn the **opportunity** to join this organization?

- **Politely** ask the interviewer what **relevance** the question has to the position or why the question is being asked.
- **Redirect the conversation** toward a discussion of your skills and abilities as they relate to the position.
- You don't need to answer the question you are not comfortable with or if an employer asks anything offensive or discriminatory.

after the interview following up

### first impressions do not last 5 minutes, you have the full interview to leave your mark

### how to close your interview

### Say Thanks!

Thank the Interviewer for the time taken to speak with you

### Ask your Questions

This is your last opportunity to clarify any points about the role and expectations

### **Echo your Interest**

Before closing, echo your interest in the position applied and why you are the best choice

### **Confirm a Reply**

If you are not provided a timeline for the interview feedback, make sure to request one

### TIME FOR RECAP

### succeed in interviews





succeed in interviews ONE LAST THING

# FEEDBACK

cost-free improvement opportunities