



KATERYNA MATUSHCHAK

Data Analyst

Young professional with strong motivation to learn and grow professionally. During my last work experience I improved the use of the main work tools and techniques including time management, problem solving, team work, demonstrating proactivity, mental flexibility, excellent communication and interpersonal skills as well as team spirit and the ability to establish priorities by organizing my work in a rigorous and goal-oriented manner.

Data Analyst with knowledge and skills to turn raw data into information and insight, which can be used to make business decisions. Adept at receiving and monitoring data from multiple data streams, including SharePoint and Excel data sources. Ability to synthesize quantitative information and interact effectively with colleagues and clients. Proven track record of generating summary documents for senior management for monthly and quarterly audit and compliance reporting.

CONTACTS

Tel.: + 393888342038
Email: katya.matushchak@gmail.com
Address: via Bardazzi, 46, Florence, FI, Italy
Day of Birth: 01/10/1994

LANGUAGES

Italian: C1	English: C1
Ukrainian: Madrelingua	German: B1
Spanish: B1	Russian: C2

STUDIES

Laurea in Lingue, letterature e Studi Interculturali
Università degli studi di Firenze 2017-2020

Diploma di Liceo Linguistico
Firenze, 2011-2016

PROFESSIONAL EXPERIENCE

Data Analyst

08/2022-02/2024

Hermes Corporate, Firenze

Updating, following and creation of new tools for data analysis, such as Power BI Dashboards and Power Apps.

- Analyzing data sets to find ways to solve problems relating to a business's customers.
- Using automated tools to extract data from primary and secondary sources.
- Removing corrupted data and fixing coding errors and related problems
- Performing analysis to assess the quality and meaning of data
- Preparing reports for the management stating trends, patterns, and predictions using relevant data

Technologies: Microsoft Office, Power BI, Power Apps, Power Automate, Clarity, SharePoint lists

Export Manager/Buyer

09/2021 - 04/2022

KT Ukraine, Kiev

- Managing relationships with international clients, vendors, and business partner
- Negotiating contracts with new vendors and clients as well as terminating contracts with existing clients or vendors when necessary
- Coordinating freight shipments to ensure that they arrive on time and without damage and providing the documentation for each shipment
- Developing and implementing plans for increasing market share through brand awareness, new product development, and advertising
- Managing the inventory of goods held in storage facilities, including monitoring stock levels and ordering replacements when necessary
- Preparing financial reports about sales activity, costs, and profit margins for international markets
- Cooperating with other departments within the company to ensure that all international business operations run smoothly

Technologies: Excel, Word, Power Point, Google Drive, IC, Zoom

PROFESSIONAL EXPERIENCE

Cultural Mediator

04/2022 - 04/2022

Servizio sanitario nazionale e Misericordie d'Italia, Rzeszow

Participated in the "Ukrainian Emergency" in April 2022, with the voluntary Italian health mission based in Rzeszow, Poland, playing the role of Interpreter. The Italian Mission was composed of a Health Team from National Health Service expert in MedEvac operations and from staff of the Confraternity of Misericordie expert in assistance to the fragile population. In particular, I was responsible for translation in relations with local authorities and with Ukrainian patients being transferred to Italian hospitals.

Sales Assistant

05/2022 - 06/2022

Sarpamondo, Firenze

- Effective exposure to the customer of the advantages and characteristics of the products in order to stimulate purchasing interest.
- Display and application of promotions, offers and discounts. Coordination with the warehouse for the replenishment of goods shelves.
- Use of IT tools for inventory management, the pricing and cash operations.
- Management of the point of sale or of a single department even in collaboration with other staff.
- Cleaning and setting up of the internal exhibition spaces and the showcase according to the guidelines established by the store.
- Setting up of shelf walls with display of products according to the indicated visual merchandising techniques.
- Daily cleaning and sanitization of the environments work and reorganization of the goods on display.

Sales Manager

04/2021 - 08/2021

Cleo, Firenze

- Data analysis on industry trends, competition and commercial partners to evaluate new market opportunities.
- Implementation of strategies aimed at preventing critical issues that have emerged during contacts and relationships with customers.
- Building and maintaining strong business relationships with key customers.
- Research and opening of new distribution channels in the areas assigned.
- Creation and management of the customer portfolio, hunting activities and development of new partnerships.
- Presentation of commercial proposals and processing of quotes.
- Increase in cross-selling and up-selling commercial actions on target customers.
- Management of the customer network and identification of new ones business opportunities.
- Analysis of the product, experience, benchmarking and planning of brand communication strategies.
- Support in creating content for websites and sites e-commerce, blog, social media, landing pages and newsletters.
- Management of professional relationships with bloggers, influencers, testimonials, guests and agency clients.
- Planning a comprehensive communications campaign of activities, resources, costs, times, deadlines and monitoring of related performance indicators.
- Organizational support to media company members such as account, social media manager, strategist and content manager.

SKILLS

- Ability to work in a team
- Predisposition for problem solving
- Time management
- Design and planning skills
- Propensity for dialogue and active listening
- Intercultural mediation methods in the healthcare sector
- Strong motivation and goal-oriented work orientation
- Translation and interpreting skills
- Marked operational autonomy
- Effective communication and negotiation skills
- Administrative and management skills
- Analytical skills
- Good use of the PC
- Excellent resistance to stress
- Fast learning
- Microsoft Power Platform
- Microsoft Office
- Data Modeling and Visualisation
- Report creation