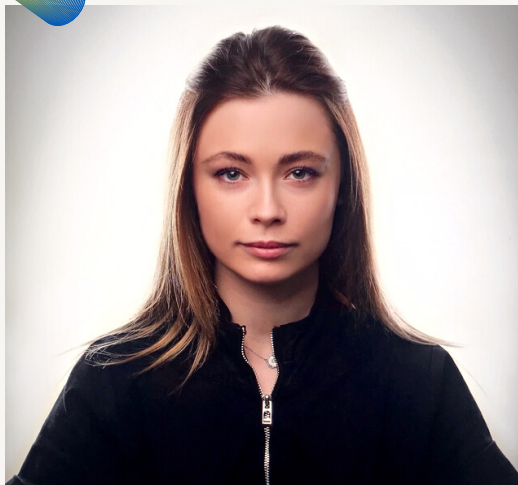


IRINA AFONASENKO



SUMMARY

At the beginning of my career from 16 to 18 I spent time studying and working as a freelance graphic designer, as well as working as an assistant at "Silken" company. Through this I became more aware of what the client wants to get. It's important for me to develop within the company, to improve my skills, as well as to promote the client's product quality, to evolve the company's reputation, to be a worthy member of the team, to learn from the best, upgrade my skills and to take on leadership positions. I have experience in sales, excellent communication skills in English and Ukrainian. I finished successfully several courses, chose the role of a fashion manager. I have been working in this field for 3 years. Then I decided to go into Administration in the area of small businesses, beauty salons, where I have been working for 5 years.

Also I received administrative experience in such show as : **Mercedes - Fashion Week** in Kiev. I got experience in holding workshops and experience with famous brands: **Framesi, Vitalitys, Farmavita, Krom, Redken, Kevin Murphy, Goldwell, Wella.**

REFERENCE

Irina Afonassenko

Nationality - Ukrainian

Native town - Kyiv

Location now - Lithuania, Vilnius

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EDUCATION

JUL 2022 - AUG 2022

Project management - Google

FEB 2022 - AUG 2022

IT Project management, IT technical support, JIRA, HTML, CSS, Python, Citrix, AWS, Scrum, SQL, Manual QA, JavaScript

SEP 2012 - SEP 2013

College KNUTD (Technology and Design)
Status : Year 1
Faculty : Economics, Finance

SEP 2013 - JUN 2015

KNUTD College (Technology and Design)
Status : 3 years of study, Specialist
Faculty : Computer graphics and advertising

SEP 2016 - FEB 2017

KVPU ShPM Ukraine, Kiev
4th category (highest)
Faculty : Designer-technologist, fashion designer of women's clothing

Language courses

"Essence"
"American English Center"
"Closer to the dream"

TECHNICAL SKILLS

Python basic	SQL	Scrum	Canva	AWS	Citrix	JIRA
Power BI	Microsoft Azure	JavaScript	IT Technical Support	Junior QA	Adobe Photoshop	Adobe Illustrator
Google cloud	ITIL	Agile	Miro	Figma		

WORK EXPERIENCE

MAY 2021 - FEB 2022

ADMINISTRATOR - Studio "Ruma One"

Purchasing management, creating a plan and pricing of goods in the salon. Attracting an audience, teamwork, content for the salon, development of their own unique style in working with clients. Training and professional development for the brands with which we cooperated.

SEP 2018 - NOV 2020

ASSISTANT, DEPUTY DIRECTOR - "VZart Studio"

Work with clients in the service industry. Assistance with seminars and events.

AUG 2017 - JUN 2018

DESIGNER-TECHNOLOGIST - "Zarelli" brand

Procurement management, product quality control

JUN 2013 - MAY 2015

GRAPHIC DESIGNER - Freelance

OCT 2013 - FEB 2014

TRAINEE GRAPHIC DESIGNER - "Silken" (paper products)

LANGUAGE

English - B1-B2
Ukrainian - Native/Fluent
Russian - Native/Fluent

EDUCATION CERTIFICATES



COVER LETTER
IT PROJECT MANAGER

IRINA AFONASENKO

Dear Hiring Manager

I am pleased to apply for the position of Project Manager. I have been researching about your company and I look forward to be a part of your team. I got already first experience in Project Management. I hope my technical and communication skills will be useful for your company.

One of my valuable skills - is quick market research and selection, of the most consumed goods by customers and analysis of their desires. I was the manager in charge of satisfying the working desires of my team, the interaction with which allowed me to quickly get the right result, as we wanted to provide the best to our clients.

From the age of 16 to 20 I was working as a freelance graphic designer, this experience gave me confidence in what I advise or suggest to the customer to consider, than I earned their trust and appreciation in the orders that I made, a big plus was my additional work at company where, I was an assistant of the professional graphic designer.

I interact well within the team, build a rapport with team-members easily, but at the same time feel confident outside the team, sticking to my plan of action.

Having gained skills and training in a number of institutions I opted for a position as Fashion manager, my role was to lead a product development team, as well as drawing up a work plan, and as I have a degree in fashion technologist I evaluated products before they were put on sale. The respectful and trusting relationship with the team made our cooperation pleasant and fruitful, and the work was done in time.

Soon I changed my focus to IT companies, which I am happy about, because it added even more self-confident communication and organizational skills for me. I chose to work with small businesses and beauty salons. Being now party a purchasing manager, and a Project Manager, consulting with clients, assessing the cost of goods for the projects and the demand for them, maintaining a customer base, as well as helping to conduct seminars for some brands - I have developed a deep understanding of the desires of the company and clients.

I have the knowledge of different frameworks and methodologies to ensure a good work as a project manager, I am a quick-learner with technical background. I am open to new views and challenges and looking forward to getting an invitation for the interview.

Sincerely,

Irina Afonassenko

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Native town Kyiv

Location now Lithuania, Vilnius

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