

Kateryna Karakuts

I'm an experienced event manager with a strong background in organizing both online and offline events. I'm skilled in logistics, vendor coordination, and ensuring everything runs smoothly for guests. I enjoy working in dynamic environments and am always looking for ways to improve and learn. Currently, I'm seeking a role where I can use my event management skills and creative approach to contribute to the success and growth of the company.



Experience

Netpeak Core (part of Netpeak Group)

Junior Event Manager
Middle Event Manager

[February 2024 – August 2024]
[August 2024 – now]

- Successfully organized large events, including a corporate conference with 600 participants and events hosting 200+ people. Raised 1 million UAH for charitable organizations like “Khartiya” and “Hospital’iery” through auctions and other donation activities at recent major events.
- Designed and executed online and offline team-building activities for teams of 10 to 100 participants, managing the process from concept to full implementation. Revitalized the corporate book club, organizing activities to enhance employee interaction and foster a culture of learning and engagement.
- Developed a streamlined registration system for events and managed the formation and approval of event budgets, ensuring cost-effectiveness and smooth processes. Collaborated with various contractors and contributed to the creation of an event vendor and concept catalog.

Netpeak Core (part of Netpeak Group)

Operations Manager

[August 2023 – January 2024]

- Conducted research, structured and analyzed diverse information, managed data collection, and maintained detailed records in organized spreadsheets to support decision-making and optimize business processes.
- Oversaw expense tracking, prepared payment requests, and coordinated the procurement of goods and services, including contractor selection, negotiation of terms, and agreement finalization to ensure efficient operations.
- Provided comprehensive support to top management, including personal task execution, drafting posts, instructions, and manuals, facilitating internal and external events, organizing business trips, and arranging colleague celebrations with virtual cards and chat communications.

Klyatskin’s Improvisation School

Course Administrator

[October 2022 – June 2023]

- Managed student communication, monitored attendance and progress, organized learning materials, prepared and maintained the learning environment, and assisted instructors with class support and media capture for promotional purposes.

Personal Data

Phone

+380 (99) 944 33 49

E-mail

katerynakarakuc@gmail.com

Instagram/Telegram

@karakusya

Address

Kyiv

Skills

Key skills

Event Management
Team Management
Time Management
Adaptability
Budget Management
Operation Management
Data Collection and Analysis
Storytelling
Public Speaking
Self-Motivated
Communication Skills
Negotiation Skills
Problem-Solving

Computer skills

Microsoft Office
Google Drive
Basics of Figma
Basics of Photoshop
Basics of Video-Editors
Basics of Audio-Editors
HTML, CSS
Basics of JavaScript and PHP

Languages

Ukrainian	Native
English	Upper-Intermediate
German	Beginner

Next Step Service

Customer Service Representative (remote)

[July 2022 – August 2022]

- Managed communication with American clients via chat, email, and phone, coordinated logistics for house-moving operations, dispatched trucks and drivers, and collaborated with internal teams to ensure timely and efficient service delivery.

InFocus Company

Concierge Service Manager (remote)

[March 2022 - June 2022]

- Provided professional assistance to customers through various channels, resolved diverse issues using effective problem-solving techniques, sourced information and specialists to meet specific needs, and maintained accurate records in CRM systems.

Students Union of International Economics and Management Faculty

Head of Culture Department & Deputy Head of Students Union

[September 2019 – May 2023]

- Organized and led diverse events, managed teams of up to 50 people, directed university theater performances, enhanced student engagement through strategic planning and online platforms, and represented the Students Union in meetings and conferences.

Education

Kyiv National Economic University

[September 2018 – July 2022]

International Economics and Management Faculty

Specialty: International Economics

Voice actor course by 1+1 media

[May 2021 – July 2021]

Fundamentals of voice acting and dubbing, theoretical and practical knowledge (portfolio upon request).

Fullstack developer course by GoIt

[June 2022 – September 2022, June 2023 - now]

HTML and CSS, basics of JavaScript.