



Kateryna Kosonohova

Assistant

Education

- Stockholm University (Stockholm, Sweden) – B.Sc. International Business and Economics (Accepted, starting Sep 2025)
- Dnipro University of Technology (Dnipro, Ukraine) – B.Sc. in Economics and Business (Online studies, 2024–Present)
- High School Diploma – Completed in 2022 (Ukraine)

Additional Training

- Project Management Fundamentals Course – Completed 2024 (online)
- Accounting Basics Course – Completed 2025 (online)
- Digital Marketing Strategies Course – Completed 2025 (online)

Experience

Lecturer & Content Creator – Educational Program for Children (Ukraine)

Sep 2024 – May 2025

- Designed and delivered interactive lessons for children, showcasing strong communication and leadership.
- Organized lesson schedules and collaborated with a team of educators.
- Created engaging materials using creative methods to keep children interested.
- Gained experience in public speaking and simplifying complex ideas for young learners.

Assistant to Real Estate Entrepreneur – [Private Business]

Jan 2024 – Sep 2024

- Managed schedules, appointments, and travel plans with attention to detail.
- Communicated with partners, clients, and contractors.
- Tracked project timelines and contractor tasks using Trello.
- Prepared reports and presentations, demonstrating proficiency in office tools.
- Adapted to a fast-paced environment, resolving scheduling and operational issues.

HR Assistant – Volta

Jan 2023 – Dec 2023

- Supported recruitment and onboarding processes.
- Maintained employee records and ensured documentation accuracy.
- Helped coordinate internal communication, training, and meetings.
- Assisted with payroll and basic accounting tasks.
- Fostered a positive work environment by responding to staff queries.

About Me

I am an ambitious 20-year-old Economics and Business student with strong multilingual abilities. I am eager to apply my organizational, communication, and leadership skills in a fast-paced, professional environment. Responsible, structured, and energetic, I thrive under pressure and am committed to exceeding expectations in any role I undertake.

Contact

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Skills

Technical: Proficient in Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Trello, Notion, CRM systems, Canva, Figma.

Soft Skills: Exceptional multitasking and time management; strong organizational and document-handling abilities; effective team coordination and collaboration; public speaking and presentation skills; quick learner with an entrepreneurial mindset.

Language

- English
- Swedish
- Ukrainian
- Russian