

## SUMMARY

14 years of experience in client service, office and restaurant management

## EXPERIENCE

Personal assistant /Office manager Agricultural company "Agricom group"	11/2021 - 04/2023
<ul style="list-style-type: none"> <li>• Fulfillment of instructions of the head</li> <li>• Maintaining the Google calendar and meetings</li> <li>• Supervising the work with clusters</li> <li>• Working with documents and post</li> <li>• Working with the Bitrix24, Zoom programs</li> <li>• Organization of events and corporate parties</li> <li>• Administrative work, ordering goods for the office</li> </ul>	
Personal assistant /Office manager LLC Creative Projects Ukraine, Development company	12/2017 - 09/2021
<ul style="list-style-type: none"> <li>• Fulfillment of instructions of the head</li> <li>• Personnel search</li> <li>• Overseeing general office operation</li> <li>• administrative work, ordering goods for the office</li> <li>• Working with the documents and post</li> </ul>	
Guest editor TV channel "NewsOne"	06/2017 - 10/2017
<ul style="list-style-type: none"> <li>• Searching and inviting guests to broadcast</li> <li>• Preparing content for a broadcast</li> <li>• Meeting guests</li> </ul>	
Restaurant manager Entertainment center "Avalon" (Kyiv)	09/2014 - 04/2017
<ul style="list-style-type: none"> <li>• Improving the quality of service</li> <li>• Recruiting, training and supervising staff</li> <li>• Solving problems</li> <li>• Managing finances</li> <li>• Working with documents, reports</li> </ul>	
Receptionist Entertainment center "Avalon" (Kyiv)	03/2011 - 09/2014
<ul style="list-style-type: none"> <li>• Greeting and advising guests.</li> <li>• Taking calls for table reservations and providing information about the center</li> <li>• Recording all information in the database</li> </ul>	

- Creating a database of all retail companies, conclude new contracts with its
- Sales of plastic cards to Ukrainian companies, selling loyalty cards
- Keep records and statistics of sales processes in CRM

Office manager

02/2010 - 11/2010

Retail company "Spa- Service"

- Answering incoming calls and customers consulting
- Processing applications for products
- Sales of products

Art Director

01/2008 - 12/2009

Night club "Canyon"

- Organization and control of the show programs
- Recruitment and staff training

## EDUCATION

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Agricultural management / Management of organizations

2009

Zhytomyr National Agroecological University - Diploma of Bachelor and Specialist

## CERTIFICATES

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Driver's license

2006 - Present

Health School of Ekaterina Tolstikova "Nutritional Specialist"

2020-Present

Training of service expert Oksana Marusich "Service that sells"

2017-Present

Ballroom dancing school

1993 - 2004

## SKILLS

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Perfect organization skills

Ability to prioritize, plan and control

Multi-tasking

Detail-oriented

Teamwork

Strong result orientation

## LANGUAGES

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English – B1

Ukrainian, Russian - native

Hebrew - in studying