Maksym Pashchenko

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# PROFESSIONAL SUMMARY

Logistics Office Manager with more than 2 years of working experience at International Transportation Company in Ukraine, with proficiency to handle several things at once, oral and written communication skills, leadership abilities, report and document preparation, scheduling and good at problem solving. Shop assistant with year of experience with a goal to provide a high-class customer service and to increase company’s growth through sales maximisation.

# HILIGHTS OF QUALIFICATIONS

* Currently enrolled at Fanshawe College in Interactive Media Design;
* Taking Reason and Writing classes;
* Cooperative, attentive team player, organized to meet deadlines and exceed targets;
* Self motivated, initiative, maintaining a high level of energy;
* Advanced in writing and singing songs;
* Interested in psychology, drawing, cycling and skateboarding;
* Flexible, inventive, rational and logical thinker.
* Excellent writing, editing and proofreading skills in three languages, including English, Russian and Ukrainian

# WORK HISTORY

# Logistics Office Manager (PART TIME)

### Valeriy Ishchenko – Kiev, Kiev District, Ukraine

* Provided trucks with loads and design methods to minimize the time of moving them;
* Prepared reports and update calendar of appointments;
* Answered telephone calls;
* Resolved problems concerning transportation, imports or exports, or customer issues;
* Ordered office supplies;
* Translated documents.

# Shop Assistant (PART TIME)

### Evgeniya Shmagina – Kiev, Kiev District, Ukraine

* Greeted customers as they arrived in the store and provided them with information regarding products and/or services;
* Ensured that customers have an enjoyable shopping experience and spend lots of cash, so the business can keep going;
* Ensured goods are well displayed;
* Restocked goods when they ‘re selling out and kept the shop floor clean and tidy;
* Processed all transactions in accordance with established policies and procedures.

# EDUCATION

## University Diploma:

### **Fanshawe College**

### (English for Academic Purposes ESL4) July 2017 - November 2017

### Interactive Media Design 2018-Present (Advanced Diploma)

## High School Diploma:

### **Kyiv Military Lyceum Named by Ivan Bogyn** – 01014, bul. Ukrainian Lesya , 25 , Kyiv ,Ukraine, 2017

## High School Diploma:

### **British Council** – Grigoria Skovorodi Street, 4/12, Kiev, Ukraine - 2017

* Finished B2 level (Upper-Intermediate)
* Finished IELTS preparation course

## Certificate of General Secondary Education:

### **Poltava Specialized school of** I-III degrees # 3 – 36000, Chernolova street , 4 , Poltava ,Ukraine

# VOLUNTEER

* I was the organizer of skateboarding competitions in 2014 and 2015 where I also gave an interview for a local TV channel.
* I took part in charity concerts in two Ukrainian cities (Kiev, Kharkov) as a singer of my own songs that I wrote in English.

# WORK HISTORY

# Shop Assistant (PART TIME)

### **Maxim Grishin** – Kiev, Kiev District, Ukraine

* Operated a cash register for cash, check and credit card transaction with 100% accuracy
* Priced merchandise, stocked shelves and took inventory of supplies
* Cleaned and organized the store, including the checkout desk and displays
* Welcomed customers into the store and helped them locate items
* Shared best practices for sales and customers service with other team members to help improve the store’s efficiency
* Used time efficiency when not serving customers, including folding goods and cleaning out placements

## Part-Time Cashier

### **Grigorii Grishin** – Kiev, Kiev district, Ukraine

* Planned and coordinated logistics and materials for broad meetings, committee meetings and staff events
* Ordered and distributed office supplies while adhering to a fixed office budget
* Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation
* Managed office supplies, vendors, organization and upkeep
* Greeted numerous visitors, including VIPs, vendors and interview candidates
* Maintained a clean reception area, including lounge and associated areas

# EDUCATION

## University Diploma:

### **Fanshawe College** (currently), Computer Programmer Analyst 2017-2020

* Organizing UNICEF club in campus (in process)
* Volleyball player
* Taking Strategies for Success classes
* Taking Reason and Writing classes

## High School Diploma:

### **Education Complex Lyceum 157** – Prospectus Obolon, 12V, Kiev, Ukraine, 04205 2017

* 11.2/12 GPA
* Especially good at Mathematics, Economics, IT and English
* 2nd place on Economics Olympiad
* 1st place on Mathematics Olympiad
* Microsoft Soft Training
* Desktop publishing workshop
* Member of school Volleyball and football team

## High School Diploma:

### **British Council** – Grigoria Skovorodi Street, 4/12, Kiev, Ukraine 2017

* Finished B2 level (Upper-Intermediate)
* Finished IELTS preparation course
* IELTS 6.5/9 (Upper-Intermediate)
* Writing 6/9
* Reading 7.5/9
* Speaking 7/9
* Listening 6/9

## High School Diploma:

### **Kiev Polytechnic institute courses** – Prospectus Peremogi, 37, Kiev, Ukraine, 03056 2016

* A year of practicing in Java, C++, Pascal, HTML and Microsoft Office
* KPI course diploma in Java, C++, Pascal, HTML and Microsoft Office