



## CONTACT ME



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## EDUCATION

### LUTSK NATIONAL TECHNICAL UNIVERSITY

2005 - 2010 | Computer Systems And Networks

### ENGLISH LANGUAGE MAGNET SCHOOL

1995 - 2005

## SKILLS

• Adobe Photoshop	● ● ● ● ● ● ●
• Adobe Illustrator	● ● ● ● ● ○ ○
• Final Cut	● ● ● ● ● ● ●
• HTML	● ● ● ● ○ ○ ○
• MS Office	● ● ● ● ● ● ○
• Translation/Copywriting	● ● ● ● ● ● ●
• Customer Support	● ● ● ● ● ● ○
• Windows/ Mac OS Administration	● ● ● ● ● ○ ○

# MIKHAIL VERPUCHINSKIY

## PROJECT MANAGER

## ABOUT ME

My professional experience is ten years of working remotely full-time, nine of which as a Project manager, Senior consultant and the right hand of the CEO at Swedish Survey Tool startup, fulfilling a wide range of tasks from design and marketing to customer support, sales and copywriting. I'm striving to find a position that allows me to apply my experience, learn new and improve my existing skills. I am willing to relocate as soon as the war in Ukraine ends and the border for men is open. Until that time, I will be happy to work remotely.

## WORK EXPERIENCE

### PROJECT MANAGER

Apr 2013 - May 2022 / Examinare AB / Sweden

Development, promotion and support of the survey tool (SaaS) and research services for HR agencies, manufacturers, websites, customer service centres etc.

- Designing the website, corporate style and brand identity, promotional materials, survey system, additional services etc.;
- Email marketing, service promotion on social networks (Facebook, Twitter), online resources, search engines, affiliate networks;
- Working with B2B clients (sales and support) on helping them achieve their goals, choosing the right solution or collecting requests for the development of individual add-ons;
- Regular support of potential and existing Survey Tool customers (via online chat, email and phone), help in choosing the relevant account type and using its features;
- Writing blog posts, manuals, translation of informational materials into Russian and Ukrainian, proofreading English texts;
- Creating video tutorials, video ads and other video materials or gifs;
- Involvement in SEO campaigns;
- Interviewing candidates, managing the work of other regional representatives (Arabic, Portuguese markets), digital artists and front-end developers;
- Testing and troubleshooting of the website and online services in various browsers and on different devices;
- Generating ideas for service development.

## SOCIAL MEDIA

-  FACEBOOK : mikhail.verpuchinskiy
-  TWITTER : verpuchinskiy
-  LINKEDIN : verpuchinskiy
-  INSTAGRAM : verpuchinskiy

## EXPERTISE

- Online Surveys and Related Services
- Graphic Design
- Video Editing
- Customer Service and Technical Support
- Research and Data Analysis
- Writing and Content Creation
- Staff Management
- Apple Certified Professional

## AWARDS

### SPECIALIST'S DEGREE WITH DISTINCTION

2010 | Lutsk National Technical University

### GOLD MEDAL FOR EXCEPTIONAL ACADEMIC PERFORMANCE

2005 | English Language Magnet School

## HOBBIES

- Trees and urban ecology
- Reading
- Video Gaming
- Longtime fan of Liverpool FC

## EXPERIENCE (CONTINUED)

### SOCIAL MEDIA MANAGER

Nov 2012 - Mar 2017 / Lite-On / Taiwan

Management of the company's Facebook page in the CIS region.

- Posting news about PC components, technologies, reviews etc.;
- Running contests;
- Communicating with group participants and consulting them on the company's products.

### PHOTOSHOP ASSISTANT

Mar 2013 - Sep 2014 / Jason Sgobba - Private Photographer / USA

Retouching and correction of the real estate photos for the agencies and private owners.

### DEPUTY DIRECTOR

May 2010 - Jun 2013 / Forest TD Ltd / Ukraine

Organizing and managing sales in the local company manufacturing wood products, such as lining, floorboard, parquet, plinth etc.

- Management of the company's store; salespeople hiring, training and performance review; analysis of the customer needs; being a connecting link between the production and the sales;
- Looking for and holding negotiations with the foreign wholesale clients;
- Creating and developing the company's public image on the internet.

## REFERENCES



### DANIEL KROON

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### BOB COOK

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