

YELYZAVETA VOSKRESENSKA

CONTACTS

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PERSONAL INFORMATION

I am organized, responsible, enthusiastic and ambitious person, always willing to learn new skills. I am friendly, helpful and polite. I am adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

SKILLS

- Client relations
- Detail focused
- Communication skills
- Ability to work in a team and independently
- Analytical skills
- Energetic and positive
- Customer service
- Site management
- Decision-making skill
- Microsoft Word

LANGUAGES

- Ukrainian: Native
- English: Intermediate
- Russian: Advanced

WORK EXPERIENCE

G.BAR ADMINISTRATOR

KYIV, UKRAINE 10/2021 – 02/2022

- Communication with clients
- Identified needs of clients
- Answered phone calls to make an appointment or redirect calls to appropriate colleagues
- Checked office stock to determine supply levels and maintain inventory
- Communication with clients in Instagram

ESTATE INVEST SITE ADMINISTRATOR

KYIV, UKRAINE 06/2021 – 10/2021

- Created website content
- Answered phone calls
- Communication with landlords and tenants
- Responsible for the smooth running of the office

ADMINISTRATOR IN REPAIR SHOP

KAMIANSKE, UKRAINE 2016 – 2020

- Ordering spare parts
- Incoming and outgoing calls
- Monthly reports

EDUCATION

YAROSLAV MUDRYI NATIONAL LAW UNIVERSITY,
KHARKIV, UKRAINE 09/2014 – 03/2021

Master of science: Law

RELEVANT TRAININGS

WEB-DEVELOPMENT COURSE 05/2022

- HTML
- CSS
- Experience of using the Visual Studio Code
- Familiar with Figma