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Import manager, the assistant of director

Despre mine

Seasoned communications specialist with over five years of diverse experience in strategic communication, media relations, and content creation across various sectors including education, public relations, and international development. Demonstrated expertise in crafting impactful narratives, managing stakeholder relations, and executing effective awareness campaigns. Proficient in multiple languages, adept at navigating multicultural environments, and skilled in synthesizing complex information for varied audiences. Proven track record in enhancing community engagement and promoting educational initiatives in challenging settings. Committed to leveraging communication as a tool for positive change, especially in humanitarian contexts.

Experiența profesională

Community-Based Protection Community of Practice Assistant · United Nations High Commissioner for Refugees

Mai 2023 - Aprilie 2024 · 12 luni

- Review the current structure of the CBP community of practice, consult with relevant entities in UNHCR and develop a plan for revamping/modification of the site.
- Develop and/or update a communication and engagement plan for the CoP to in-crease its interactivity and facilitate the exchange amongst practitioners on CBP.
- Collect CBP resources and good practices developed by country operations and regularly update the community of practice library of resources.
- Maintaining a mapping of recent developments and new resources in the fields of community engagement, age, gender and diversity, accountability to affected people and relevant areas of work, with the purpose of identifying relevant content for the community of practice, including local and localized resources developed by regional bureaus and country operations.
- Post updates, create content, organise the site and drive engagement.
- Be the focal point for the community of practice when technical or other issues are reported.

👤 38 ani
 ♀ Feminin
 📍 Chișinău
 💰 25 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Nu cunosc
- **Rusă** · Fluent
- **Ucraineană** · Fluent
- **Engleză** · Comunicare

Permis de conducere

Categoria: B
 Cu automobil personal

- Moderate day-to-day activity on the online community site, managing posts, answering questions in coordination with technical focal points, and solving technical problems.
- Develop and organise training and tutorial resources on the use of the community of practice.
- Monitor the use and accessibility, for forcibly displaced and stateless partners as well as persons with disabilities, of the community of practice and produce periodic reports. Provide regular updates to the CBP unit on trends and new questions raised by field colleagues through the community of practice to inform CBP tools.
- Any other related tasks as required.

Communications Associate · United Nations Development Programme

Mai 2022 - Iulie 2022 · 3 luni

- Developed and delivered impactful presentations on the Moldova Innovation Challenge Scheme 4, emphasizing support strategies from a refugee needs perspective during the Ukraine crisis.
- Managed the technical compliance review and database development for applications, ensuring streamlined operations and accessibility.
- Designed and implemented a custom SenseMarket survey to gather detailed micronarratives, capturing the experiences, needs, and challenges of Ukrainian refugees.
- Provided consultative support for the survey's administration both online and in-person at refugee re-allocation centers, enhancing data collection and outreach efforts.
- Translated survey inputs and communications from English to Ukrainian, facilitating clearer understanding and engagement with refugee communities.

Educational Consultant and English Teacher · Home-based · Odessa

Iulie 2016 - Ianuarie 2022 · 5 ani 7 luni

- Developed and implemented a comprehensive English language curriculum tailored for 1st through 9th-grade students, accommodating various learning styles and educational needs.
- Managed the educational progression of students by designing personalized lesson plans, assessments, and engaging learning materials to enhance language acquisition and comprehension.
- Conducted regular meetings with parents and guardians to discuss student progress, address concerns, and strategize on individual learning paths, fostering a collaborative educational environment.
- Adapted teaching methods and materials to meet the diverse cultural and educational backgrounds of students, ensuring an inclusive and supportive learning atmosphere.
- Utilized a variety of communication channels to facilitate clear, effective dialogue with students and parents, reinforcing the educational objectives and maximizing student engagement.

Marketing Manager · Dealex Transport, Ukraine · Одесса

Aprilie 2016 - Iulie 2016 · 3 luni

- Managed the registration of incoming and outgoing documents and handled the redistribution of phone calls to ensure operational efficiency.
- Oversaw the registration of contracts, contributing to the legal and formal organization of business agreements.
- Conducted news analysis to identify potential customers, aligning marketing strategies with industry trends and client needs.
- Coordinated the opening of visas (Latvia, Denmark, Belgium, Greece, the United Kingdom) for employees, including document collection and registration at visa centers.
- Organized travel arrangements for employees, including booking air and railway tickets, hotel accommodations, and managing online flight check-ins.
- Managed publicity and advertising, including website management, content updates, and the design and production of marketing materials such as booklets, posters, flyers, catalogues, and business cards.
- Led the organization and preparation of international exhibitions, including payment and logistical arrangements.
- Managed the procurement of office supplies and equipment, ensuring the smooth operation of the office environment.

Assistant (Regional Office) | · Takeda, Odessa, Ukraine · Одесса

Iunie 2015 - Martie 2016 · 9 luni

- Coordinated with external service providers to organize training sessions, conferences, and round-table discussions within the region.
- Managed the registration and logistical arrangements for business trips across Ukraine for the sales personnel, including hotel bookings and transportation, while maintaining a registry of business trip orders.
- Prepared and submitted quarterly plans for regional activities, including updates for unplanned events, to the head of the prescription drug sales department.
- Facilitated communication and document exchange with courier services.
- Verified weekly sales department reports in the MY touch system, prepared electronic tables, and compiled reports for the Head of Sales.
- Generated monthly reports on car expenses for sales personnel, including maintenance and mileage.
- Assisted in the preparation of financial statements for the director, including cost calculations and document registration related to meetings, fuel expenses, etc.
- Drafted applications for activities and related documentation for approval by product managers and entered planned activities and reports into the 1C database system.

Import Manager · Swiss and Boch, Odessa, Ukraine · Одесса

Noiembrie 2013 - Februarie 2015 · 1 an 4 luni

- Played a pivotal role in communication strategies, enhancing supplier relationships through effective negotiation and problem-solving skills.
- Managed the entire order submission process to suppliers in China, ensuring timely and accurate procurement of dishes and related products.
- Coordinated and monitored production schedules, packaging designs, and utensil specifications to meet company standards and deadlines.
- Oversaw the control of shipments, verifying the accuracy and quality of goods received.
- Handled business correspondence and telephone communications with suppliers and clients, maintaining strong professional relationships and ensuring smooth operational flow.
- Entered and maintained sales data within the 1C database system, facilitating accurate sales tracking and inventory management.

Assistant to the Export Manager · CapAgroProdukt, Odessa, Ukraine · Одесса

Aprilie 2012 - Noiembrie 2013 · 1 an 8 luni

- Managed the receipt and processing of export orders for European walnut distribution, ensuring timely and accurate fulfilment.
- Allocated tasks among salespersons to optimize delivery schedules and efficiency.
- Executed the director's logistical requests, including the booking of air tickets and hotels.
- Verified documents for export brokerage, ensuring compliance with international trade regulations.
- Monitored driver routes until the final delivery address to guarantee safe and punctual deliveries.
- Conducted correspondence with foreign partners and company representatives in English, facilitating clear and effective international communication.
- Prepared detailed packing lists and designed labels for export shipments, enhancing brand visibility and compliance with shipping standards.
- Reported on the condition of nut shipments, including any defects, to maintain quality assurance.
- Managed weekly payroll calculations and disbursements for team members, ensuring timely and accurate compensation.

SEO, Content and Social Media Manager · Bestsofservice, Odessa, Ukraine · Одесса

Ianuarie 2011 - Martie 2012 · 1 an 2 luni

- Led website promotion strategies, incorporating Search Engine Optimization (SEO) best practices to increase visibility and traffic.
- Managed the content lifecycle on the website, from creation and translation to regular updates, ensuring a dynamic and engaging English version of the site.
- Crafted and translated keyword-optimized articles, achieving a high degree of uniqueness (90%) to enhance website rankings.
- Conducted thorough internet research for content creation, compiling information for accurate and compelling rewrites.
- Analysed website traffic data to inform content strategies and adjustments, driving improved site engagement.
- Oversaw the company's social media profiles, planning and executing content calendars to engage with the target audience and promote software and web development services.
- Engaged in community management, responding to comments and queries on social media platforms to foster a positive community around the brand.
- Collaborated with the web development team to ensure seamless integration of SEO strategies and content updates, maintaining brand consistency across all digital platforms.

Office Manager and Assistant to the Accountant

· Unifol, Odessa, Ukraine · Одесса

Octombrie 2007 - Februarie 2008 · 5 luni

- Managed all incoming and outgoing communications, including phone calls and mail, ensuring efficient office operations.
- Handled the preparation and organization of primary accounting documents such as expenditure and tax invoices, bills, quality certificates, and waybills related to the shipment of goods.
- Recorded and submitted detailed data on manufacturing processes, goods receipt and dispatch, inventory counts, banking transactions, and mutual settlements in the 1C software, maintaining accurate and up-to-date financial records.
- Issued proxies, facilitating the authorization of representatives to perform specific tasks on behalf of the company.

Studii: Superioare

Specialist (master's degree) in Ukrainian and English languages and Literature | South Ukrainian National Pedagogical University

Absolvit în: 2008

Facultatea: philology

Specialitatea: Ukrainian and English languages

Cursuri, training-uri

Social Media Management | Online

Absolvit în 2023

Confectioner |offline

Absolvit în 2023

English for Everyone | HubSpot Academy, Offline

Absolvit în 2004