Игорь Павленко



PROJECT MANAGER ASSISTANT, 16 000 ГРН.

18 травня 2022 Місто: Рівне

Вік: 29 років
Режим роботи: повний робочий день, віддалена робота
Категорії: HR, управління персоналом, IT, WEB фахівці, Офісний персонал

✔ Перебуваю в шлюбі ✔ Готовий до відряджень

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

Experience

Supply and analytics manager

Dalys Automotive Group, Lutsk (Auto Parts Distribution), Lutsk

November 2021 - May 2022

Duties:

- analysis and forecasting of market trends in the spare parts market.
- forming an order for providing goods for a certain period of time.
- working with 1C.
- preparation of documents for customs clearance.
- improving working conditions with suppliers.

Presale manager

SPM.Estate, Cyprus

February 2021 - September 2021

Duties:

- communication with clients;

- preparing documents for buying real estate;

- conducting negotiations with clients;

- proposing and selecting the most suitable real estate objects;

- help in solving the paper and travel issues.

Safety instructor

Kletterwald Usedom, Germany

July 2021 - August 2021

Duties:

- provide safety instruction for clients;

- show how the security system works;

- help in case of emergency;

- control of people during climbing in the woods.

Content writer

IT company “AVA codes”, Kyiv

December 2019 - May 2021

Duties:

- translation of articles and posts from Ukrainian into English;

- writing the content for blogs and various pages about web development, tech business and startups:

- publication of the written content in different sources.

English translator

Translation Agency "Azbuka", Kharkiv; Translation Agency “LingMax”, Kharkiv

February 2019 - now

Duties:

- translation of technical documents, drafts and manuals;

- translation of medical documents and certificates;

- translation of legal documents and certificates;

- translation of financial documentation;

- translation of economic documents and literature.

Service Staff (Summer Program for students in Germany)

Usedom-Bike & Suites Hotel

May 2019 - August 2019

Duties:

- greet and escort guests to their tables;

- present menu and provide detailed information when asked;

- prepare tables by setting linens, silverware and glasses;

- inform guests about the day’s specials;

- communicate order details to kitchen staff;

- serve food and drink orders;

- preparing simple dishes at the kitchen;

- interacting with customers, taking orders and serving snacks and drinks.

Manager of foreign economic activity

Hydrosila APM (Ukraine, Kropyvnytskyi)

September 2018 - May 2019

Duties:

- providing negotiations between parties (incl. calls and video calls);

- preparation of contracts and other documentation;

- ordering parts and instruments for machines of different types;

- provision of the goods deliverance;

- providing translations both oral and written in English and German languages.

Teacher of English and foreign literature

Teaching and educational Complex of Verblyuzhka

September 2016 - August 2018

Duties:

- teaching children;

- provision and preparation of a teacher’s documentation;

- taking responsibility on children;

- social work with children and their guidance during the study process.

Education

Mate Academy

Front-end development

The Central Ukrainian National Technical University

September 2018 – May 2020

Master’s degree (International economist, manager of foreign economic activity)

The Central Ukrainian State Pedagogical University named after Volodymyr Vynnychenko

September 2014 – May 2018

Bachelor’s degree (Teacher of Language (English) and Foreign Literature)

Tech skills

- HTML5

- CSS

- SCSS

- JS

- Git

Personal Skills

- Responsible

- Hardworking
- Sociable
- Balanced, resistant to stress
- Punctual
- Fastlearner
- Proactive

Languages

- German – B1
- English – C1
- Ukrainian – Native
- Russian – fluent