

Гомонюк Інна

ПОМІЧНИК ДИРЕКТОРА, 20 000 ГРН.

🔄 22 лютого
2023

📍 Місто: [Одеса](#)



Вік: 30 років

Режим роботи: повний робочий день, вільний графік роботи, віддалена робота

Категорії: HR, управління персоналом, Дизайн, творчість, Видавництво, поліграфія

✓ Перебуваю в шлюбі

[Увійдіть](#) або [зареєструйтеся](#) на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

Tech Skills: FIGMA

Soft Skills:

- Spoken English
- Team Work
- Audio Trainings

Education

Odessa National Technological University Junior Engineer of Technology
September 2014 - June 2016 Odessa |

Work Experience

Director of the student club Odessa Technical College
October 2014 - March 2016 Odessa |

- Organization of events
- Carrying out planned events
- Performing administrative work.

Reception administrator mini hotel Annabel
March 2016 - March 2017 Odessa |

- Booking, settlement, eviction, correspondence with guests
- Work with advertising, sale of additional services. lighting and show

The administrator of the concert venue Stalkanat Art
July 2017 - August 2018 Odessa |

- Meeting guests in the daily mode of operation of the space
- Presentation of space to guests, coordination of services: security, cleaning, wardrobe
- Concert.ua box office service
- Preparation of the hall for the event according to the event passport

Director of the concert hall Urban Music Hall

August 2018 - February 2019 Odessa |

- Meeting guests in the daily mode of operation of the space
- Presentation of space to guests, coordination of services: security, cleaning, wardrobe
- Maintenance of reporting documentation
- Resolution of conflict situations

Assistant director RMZ

June 2019 - present time Odessa |

- Non-residential premises for rent
- Execution of the director's order