Talashok Inna

EVENT MANAGER, 75 000 ГРН.

22 лютого 2024 Місто: Київ

Вік: 43 роки
Режим роботи: повний робочий день, віддалена робота
Категорії: Офісний персонал, Реклама, маркетинг, PR, Робота за кордоном

✔ Готова до відряджень

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

Опис

INNA TALASHOK

EVENTS MARKETING MANAGER (Trade Shows / Expos)

17 years – total experience

9,5+ years – in Trade Shows & Exhibitions

CONTACT DETAILS

PORTFOLIO: www.behance.net/innatal/projects

CURRENT LOCATION: Kyiv, Ukraine

WORK EXPERIENCE

07/2010 - 09/2019

Head of Exhibition Division – UKROBORONPROM Ukrainian Defense Industry, Kyiv

- Databases and analysis of international exhibitions (about 70 annually), stand builders, participating companies
- Financial (annual, quarter, month, each exhibition) plans and spending corresponding reviews after
- Cooperation with the official organizers of exhibitions and stand building companies
- Business trips organization to participate in exhibitions (from 5 to 90 people)
- Reporting upon the exhibitions' participation
- Translating official documentation and interpreting
- Official correspondence on government inquiries, with defense companies, etc
- Agreements / contracts, orders, regulations, acts and another documents preparation

Achievements:

Organization of Ukroboronprom and its daughters' participation in nternational defense exhibitions and airshows, namely

● IDEX (UAE) ● Le Bourget – Paris Air Show (France) ● Eurosatory (France) ● Defexpo (India) ● Airshow China (China) ● MSPO (Poland) ● DSEi (UK) ● IDEF (Turkey) ● Farnborough Airshow (UK) ● Aviation Expo China (China) ● LAAD (Brazil) ● Indo Defense (Indonesia) ● ADEX (Azerbaijan) ● FIDAE (Chile) ● Arms and Security (Ukraine) ● Defense and Security (Thailand) ● DSA (Malaysia) ● Dubai Airshow (UAE) ● KADEX (Kazakhstan)

2010 – 2 exhibitions; 2011 – 6 exhibitions; 2012 – 6 exhibitions; 2013 – 8 exhibitions; 2014 – 10 exhibitions; 2015 – 7 exhibitions; 2016 – 11 exhibitions; 2017 – 12 exhibitions; 2018 – 9 exhibitions; 2019 – 5 exhibitions

01/2022 - 07/2023

Business Assistant to the VP Global Business Development – Room 8 Group, Kyiv

● Operative and administrative day-to-day support to the VP

● VP's Calendar management

● Supporting the VP's business travels and events participation; solving urgent questions there

● Preparation of analytical information and presentations for the VP

● Organization of BD team communication and events planning

● Bring to the attention of the VP urgent documents and questions to be solved

11/2019 - 11/2021

Executive Assistant for Development to the CEO – SMK Group, Representative Office, Kyiv

● Organizing the CEO's travels abroad and solving urgent points there

● Organizing the participation in the relevant international exhibitions and fairs; accompanying this participation

● Prepare, participation and follow-up in the meetings with foreign ministries and departments for investment projects

● Translating and interpreting at the meetings

● Managing the work of the office and its employees. Leadership over office managers

● Weekly/monthly budgeting and control of budget execution

Achievements:

1. Prompt solution of urgent issues in the crisis situations

2. Preparation and full organization the official meeting of SMK delegation with Tanzanian Minister of Livestock and Fisheries in Dar es Salaam, total accompanying SMK delegation at this meeting

3. Creation the website (framework, translation in 3 languages) + logo for one of the CEO's projects

4. Fulfillment everyday survey of online market sales and reporting to the CEO

5. CEO's participation in the fairs: EuroShop-2020 (Dusseldorf) and Anuga-2021 (Cologne)

SKILL HIGHLIGHTS

● Project Management ● Crisis Management ● Budgeting ● Contracts, Orders & Regulations ● Reporting Upon the Projects ● Researching ● Time Management ● CRM (Zoho) ● Slack, Jira, Google Docs ● Data Analysis (Tableau) ● Figma

LANGUAGES

English – C1-C2

Ukrainian – C2 (native)

German – B1

French & Norwegian – A1

EDUCATION

2007-2011 Bachelor of Law - Kyiv Law University (Ukrainian National Academy of Science), Kyiv

2000-2006 Master’s Degree in Philology with Honors - Bohdan Khmelnytsky National Pedagogical University, Cherkasy