

# **ASSISTANT DIRECTOR**

Вік: 24 роки

Режим роботи: повний робочий день, віддалена робота Категорії: Офісний персонал, Керівництво, Інші пропозиції

#### Опис

#### Maksym Hrytsak

I have a lot of experience in communication with people from diverse backgrounds.

I want to get this job because of opportunity to expand my knowledge, gain more work experience and new friends.

(t.me/vergetenmaand write me on tg if I don't answer the phone call)

#### WORK EXPERIENCE

### **Assistant Manger in printing house**

- Took part at different stages of production
- · Dealt with customer's orders
- Making samples of magazines
- · Printing versatile products
- · Participating in process of making and packing orders
- · Strong communication with a team
- · Working with customers complains

# Service worker at McDonald's, Senden

- Dealing with customers in a friendly, helpful manner.
- Resolving customer issues, and ensuring all customers receive an exceptional service.
- Team work.
- · Assisted with food preparations prior to service.
- Provided excellent customer service and achieved a high rate of client satisfaction and retention.

# Waiter at Restaurant

- Responsible for delivering a professional, friendly service to customers.
- Replenishing stock where required.
- · Team work for company goals.
- Dealing with customer queries and complaints.
- •Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.

## Service worker at Beauty, cosmetic & personal care, Obukhiv

- Dealing with customer queries and complains.
- Resolving occurred problems during the work process
- · Replenishing stock
- · Working as part of a team

# **EDUCATION**

High school diplom, Academic lyceum, Obukhiv

2008-2019

The International Relations BA degree, Interregional Academy of Personnel Management, Kyiv

2019 - 2023

The International Relations MA degree

Interregional Academy of Personnel Management, Kyiv

2023 - 2025

# Languages

Ukrainian - Native speaker

Russian - Native speaker

English - B2

Courses:

Business English - Prometheus

#### Hobbies:

Books, movies, games, sport

### SKILLS:

Critical thinking and problem solving Ability to Multitask Effective Time Management

Fast Learner

Ability to Work in a Team

Communication Skills

**Customer Service** 

Responsible

Hardworking

Stress-resistant

Organized

Detail oriented

Computer Skills

Typing speed