

# Игорь Павленко

## PROJECT MANAGER ASSISTANT, 16 000 ГРН.

🔄 18 мая 2022 📍 Город: [Ровно](#)



Возраст: 28 лет

Режим работы: полный рабочий день, удаленная работа

Категории: HR, управление персоналом, IT, WEB специалисты, Офисный персонал

✓ Состою в браке    ✓ Готов к командировкам

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### Описание

#### 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