

Mishalova Daria

OPERATIONS DIRECTOR

🔄 4 июня
2022

📍 Город: [Киев](#)

Возраст: 29 лет

Режим работы: полный рабочий день, удаленная работа

Категории: [Офисный персонал](#), [Руководство](#)

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Опыт работы

operations director

The Space (Coworking), Киев

09.2019 – 06.2022 (2 года 9 месяцев)

Обязанности:

- Launched and operate coworking space of 5500 sq.m.
- Managed to make 90% occupancy during quarantine
- Assisting upper management in setting goals that promote company growth
- Plan and monitor the day-to-day running of business to ensure smooth progress
- Reviewing financial information and adjust operational budgets to promote profitability
- Preparation and implementation of marketing and sales strategies

sales manager

DBI (Sales), Киев

06.2019 – 09.2019 (3 месяца)

Обязанности:

- CRM system implementation.
- Managing and retaining relationships with existing clients.
- Increasing client base.

Bussines Development Manager

Coworking Platforma (Coworking), Киев

04.2018 – 11.2018 (7 месяцев)

Обязанности:

- Prescribing business processes for the preparation of new locations.
- Developing growth strategies and plans.
- Search and cooperation with contractors (technical specialists,

designers, etc.), estimating, work control.

– Having an in-depth knowledge of business products and value proposition.

Community manager

Coworking Platforma (Coworking), Киев

10.2016 – 04.2018 (1 год 6 месяцев)

Обязанности:

- Operations management in 2 locations of 1,800 and 2,000 sq. m.
- Managing community of more than 650 residents
- Creating partnerships
- Work with contractors
- Billing system

Образование

Kyiv National Economic University (Киев)

Специальность: Marketing

полное высшее, 09.2013 – 05.2017 (3 года 7 месяцев)

Знание языков

Английский - Продвинутый (свободно)