

Гомонюк Інна

ПОМІЧНИК ДИРЕКТОРА, 20 000 ГРН.

🔄 22 февраля
2023

📍 Город: [Одесса](#)



Возраст: 30 лет

Режим работы: полный рабочий день, свободный график работы, удаленная работа

Категории: HR, управление персоналом, Дизайн, творчество, Издательство, полиграфия

✓ Состою в браке

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Описание

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