

# Yuliya Yakymets

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## WORK EXPERIENCE

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### Winner Imports Ukraine Ltd

Apr. 2016 – Dec. 2021

*Personal Assistant to Premium Brands Director*

*Kyiv, UA*

- Conducting document flow, translations and reporting
  - Sales and expenses reports
  - Translation of marketing materials, technical manuals and legal documents
  - Preparing contracts and processing invoices
- Scheduling and organization of in- and outbound events: meetings, conferences, trainings and business trips.
  - I have developed the guideline with event preparation tips, agendas and workfiles, which has become the standard for the corporate event policy
- Marketing team support: POS and digital materials development, marketing campaigns reporting, writing briefs for designers and copywriters, communication with local media
- Onboarding of new team assistants
  - I have trained over 15 new employees for the positions of TA and PA
  - I have written the guideline for TAs and PAs, which has become a part of corporate guidelines policy

### Torwell Finance Ltd

Jan .2023 – Now

*Office Assistant*

*Paphos, CY*

- Arranging the calls, meetings and business trips
- Office procurement
- Documents translation and registration

### Reiwa Investments Ltd

Apr.2022 – Nov 2022

*Personal Assistant*

*Paphos, CY*

- Leading the development of the company website
- Preparing sales and rental contracts, investment offers
- Uploading and updating information on the website

### Ecommerce entrepreneur

Dec.2021 – Feb.2022

*Personal Assistant*

*Kyiv, UA*

- Due diligence of SaaS startups
- Functional testing of our software
- Managing the team's tickets in Asana, doing follow up

### Olas-group

Mar.2015 – Sep. 2015

*Sales manager*

*Kyiv, UA*

- Search for partners, negotiations
- Uploading products to online shop (OpenCart)

### Nster

May 2013 – Aug. 2015

*Sales Manager*

*Kyiv, UA*

- Search for partners and negotiations
- Preparing the guideline for new sales managers

## EDUCATION

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**Taras Shevchenko National University of Kyiv**

*MA, Language and literature (Spanish and English) and translation*

**July, 2015**

*Kyiv, UA*

**Taras Shevchenko National University of Kyiv**

*BA, Language and literature (Spanish and English) and translation*

**July, 2013**

*Kyiv, UA*

## SKILLS

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- **Language skills**

- Ukrainian – mother tongue
- Russian – native speaker level
- English – advanced (IELTS 7.5/ C1)
- Spanish – pre-Intermediate

- **Skills:** contract negotiations; account management; copywriting; brief and script writing; cost sheet preparation and event budget planning, events organization; employees onboarding; travel organization and support; background checking; drivers license category B; functional testing; technical and legal translations;
- **Software:** MS Office, Google Docs, Adobe Acrobat, Adobe Premier (beginner), Power BI (user level), LooqMe online tool, LexisNexis online tool, CRM, MS Dynamics 365