

Yuliya Yakymets

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WORK EXPERIENCE

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 work files, 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

K Line Europe GmbH

Jan 2024 – Now

Team coordinator

Remote, CY

- Managing team deadlines, workflow & creating guidelines
- Organizing participation at the tradeshow, congress
- Onboarding of the new employees

Select Enterprises Cyprus Ltd

Oct 2022 – Mar 2024

Logistics coordinator

Remote, CY

- Arranging order deliveries to Cyprus
- Tracking the orders
- Control of deliveries at the point of delivery

Torwell Finance Ltd

Jan – Jun 2023

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*Sales manager*

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

Mar.2015 – Sep. 2015*Kyiv, UA***Nster***Sales Manager*

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

May 2013 – Aug. 2015*Kyiv, UA***EDUCATION**

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**

▪ 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; driver's license category B; functional testing; technical and legal translations;

- **Software:** MS Office, G-Suite, Adobe Acrobat, Adobe Premier (beginner), Power BI (user level), LooqMe online tool, LexisNexis online tool, CRM (HubSpot, OpenCart, Zoho), MS Dynamics 365, Asana, Monday, Notion,