**CV**

**PERSONAL DATA**

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|  | **KRASII YULIIA****(maiden name - Oleniuk)**Married, have a child (6 y.o.)Kyiv cityMobile: +380 67 359 97 50E-mail: yuliia.ok@gmail.com  |
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| **WORK EXPERIENCE** | **January 2016 – June 2020****EML Consult Co. (international recruitment of Ukrainian highly qualified specialists)**Position: ***Co-Owner,*** ***Project Manager***Responsibilities:* client search and identification of areas for development at international labour markets
* work with partners at internal and international labour markets
* organization and supervision of HR projects
* participation in and independent holding negotiations
* full administration of field project
* arrange visits for foreign employers to Ukraine for holding interviews
* research work within the framework of projects (record – keeping and processing of information)
* communication with the state institutions within projects
* preparation of commercial offers
* determination of projects’ efficiency and financial justification
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|  | **May 2014 – December 2015****Maternity leave** |
|  | **August 2013 – January 2014****The Embassy of the Republic of Korea in Ukraine**Position: ***Assistant of the Consular department of the Embassy of the Republic of Korea***Responsibilities:* incoming and outgoing correspondence
* planning of working day of director (schedule)
* receipt of documents for obtaining visa by the citizens of Ukraine to the Republic of Korea
* receipt of documents for legalization
* organization of the Consular department working process
* research work (record – keeping and processing of information)
* media monitoring service
* put in place and update a database with list of necessary contacts
* translation of documentation from Russian and Ukrainian into English (vice versa)
* participation in holding the Embassy’s receptions
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|  | **August 2008 – November 2012****People’s Deputy of Ukraine**Position: ***Executive*** ***Assistant of People’s Deputy of Ukraine*** ***of the 6th convocation***Responsibilities: * incoming and outgoing correspondence
* planning of working day of director (schedule)
* research work within the framework of director’s needs (record – keeping and processing of information)
* representation and administrative work during the parliamentary elections in Ukraine 2012
* media monitoring service
* accompany director to meetings if requested
* put in place and update a database with list of necessary contacts
* consular support
* budget tracking, payment processing and financial administration
* documentation management
* organization of director’s trips
* translation of documentation from Russian and Ukrainian into English (vice versa)
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|  | **September 2007 – August 2008****The Embassy of the Republic of Korea in Ukraine**Position: ***Assistant of the political and economic department (executive assistant of Counsellor of the Embassy (Deputy Head of Mission))***Responsibilities:* incoming and outgoing correspondence
* planning of working day of director (schedule)
* diplomatic correspondence (writing of diplomatic notes) in Ukrainian and English
* research work - search and selection of information in political and economic fields
* analysis of political and economic fields of activity of Ukraine
* media monitoring service
* accompany Deputy Head of Mission (or other diplomats if necessary) to meetings if requested
* put in place and update a database with list of necessary contacts
* translation of documentation from Russian and Ukrainian into English (vice versa)
* organization of the Embassy’s official receptions
* participation in holding receptions
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|  | **August 2005 – September 2007****The Ukrainian-Libyan enterprise with foreign investments (Limited Liability Company) “IBN-SINA”**Position: ***Specialist on the questions of international relations, Project Manager***Responsibilities: * selection of Ukrainian medical specialists for working at the medical institutions of Libya, Somali and Saudi Arabia
* organization of holding interview with representatives of Libya, Somali and Saudi Arabia in Kyiv
* consultation on the questions of preparation and legalization of necessary documents for legal working abroad
* translation of documents from Russian and Ukrainian into English (vice versa)
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|  | **01.07.2006 – 12.07.2006**The International Folk Llanhollen Festival (Wales) – interpreter for the group of Ukrainian participants (Voluntary) |
| **EDUCATION** | **2000 – 2004**The Kyiv Slavonic University«International relations» (*Bachelor degree diploma*)**2004 – 2005**The Kyiv Slavonic University«International relations, country studies» (*Master’s degree diploma*) |
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| **LANGUAGES** | Ukrainian (Mother tongue)Russian (Fluently)English (Advanced) |
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| **ADDITIONAL** **INFORMATION** | Computer literacy (MS Office, Outlook, E-mail, Internet) |
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| **PROFESSIONAL SKILLS** | * experience of working for an embassy
* experience in an English-language work environment
* experience in work with international organizations
* experience in work during the parliamentary elections
* administration skills
* good analytical skills
* ability to work independently
* management skills
* time management
* writing abilities
* organizational skills
* communication skills
* commitment to excellence and full involvement into the workflow
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| **PERSONAL****QUALITIES** | Responsibility, sociability, purposefulness, insistence, endeavor, punctuality, easily trained, planning the work with further analyses, work in command, attention to details |
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| **PROFESSIONAL****REFERENCES** | 1. Mr. Kyungbae JUNG – Visa Officer of the Embassy of the Republic of Korea in Ukraine
2. Ms. Liliia GUMINSKA – Assistant of Ambassador of the Embassy of the Republic of Korea in Ukraine (till 2014)
3. Ms. Yuliia DANIUK (DROBIKOVA) – Consultant-Assistant of the People’s Deputy of Ukraine
4. Mr. Vitalii BIELYI – Deputy Director General of LTD IBN-SINA Company

*Contacts will be provided under request* |