**CV**

**PERSONAL DATA**

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|  | **KRASII YULIIA**  **(maiden name - Oleniuk)**  Married, have a child (6 y.o.)  Kyiv city  Mobile: +380 67 359 97 50  E-mail: [yuliia.ok@gmail.com](mailto: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 |
|  | **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 |
|  | **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) |
|  | **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 |
|  | **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) |
|  | **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* |