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|  | 15 Petra Zaporozhtsa Str.,Apt. 54  Kiev, Ukraine  Cell: +380 99 121 44 78  E-mail: viky.medvedeva@gmail.com  **VICTORIA BALYNSKA** |

**CURRICULUM VITAE**

Skilled administrative assistant, office manager, travel and conference coordinator. Versatile experience in documentation processing, excellent communication skills, skilled PC user (work with MS office, Outlook, SharePoint, ProjectWise system), knowledge of international standards, organizational procedures and policies, have international business approach. Successful experience in international environment (9 years in US federal project in Ukraine implemented by Black & Veatch Special Projects Corp., leading global engineering, consulting and construction company). Daily work, communication and correspondence in English with head office in Kansas, the USA and other American project partners and consultants.

**WORK EXPERIENCE**

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| **March 2011 –**  **July 2020** | ***Black & Veatch Special Projects Corp., Rep. office***  **Administrative Assistant/Office Manager, Travel and Conference Coordinator** |
|  | * **Administrative Assistant support** * Developed and maintained business and project documentation filing system, updated files, records, and other documents * Prepared recurring internal reports, updated on monthly basis, performed routine analyses and calculations * Handled daily correspondence in email; ensure timely responses to a variety of written inquiries * Worked with SharePoint and ProjectWise systems: uploaded and systematized official documents, correspondence, etc. * Maintained inventory and replenishment of the office supplies * Coordinated customs clearance with brokers (for delivery of goods, both company and expat) * Covered incoming calls answering (worked with intercom system) * Provided meetings support, scheduling, coordination and preparation * Coordinated the office repair and moving process * Controlled subcontractors scope of work and performance related to office moving * Controlled status and use of the office equipment, office furniture and maintenance * Oversaw office safety procedures including regular checks of fire extinguishers, hazards and safety board * Arranged meetings with subcontractors as contact of point for the project; worked with subcontractors (invoicing, contracts) * Coordinated a range of staff as well as performed operational support activities for the unit; served as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems * Worked with MPR (MICRO PURCHASE REQUEST) and PR (PURCHASE REQUEST), PETTY CASH * Coordinated events management for local office * **Travel Logistic support DTRO-K (US Embassy) Conference support** * Arranged payments for hotel services * Ensured booking and purchase of air and rail tickets, medical insurances, transfer services * Provided emergency support to travelers * Prepared purchase requests for services ordered * Handled visa support * Handled registration of participants for the conference * **Training and science departments support** * Searched and selected locations for the training events * Provide full travel and transportation support for Annual BTRP Ukraine Regional One Health Research Symposium ( <https://swmprogramua.com/>) annually (2016 -l 2019) * Provided full travel support for training events and symposium participants * Provided calculation of per diems * **Supervised office drivers team** * Monitored and planned driver`s schedule (route and time). Business trips. * Arranged fuel supply (3 corporate vehicles) * Controlled vehicles lease and working condition * **Business trips logistic support** * Maintained collaboration with service providers * Prepared purchase requests * Checked, approved invoices for payment from service providers * Provided transfer logistic support for business trip * Defined scope of work for Travel Service Tender * Arranged hotels selection and booking, purchase of railway tickets, air tickets, arranged transfers (Ukraine, Europe and Intercontinental) etc. |
| **March 2008 –**  **March 2011** | ***"ABC" Group of companies***  **Secretary of General Director** |
|  | Provided assistant support for General Director on work assignments:   * Handled incoming calls answering and transfer via intercom system * Maintained correspondence including business letters writing, mailing documents * Assistance with primary invoices and financial documents handling for accounting purposes * Arranged messages sending via e-mail and fax   Office manager responsibilities  Assistance on different issues to General Director and staff |

##### **EDUCATION**

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| **2010 (one year)** | **European Business Association (EBA)**  **Personal Assistant School**  **Certificate of Completion** |
| **2002- 2008** | **Kharkiv National University. V.N Karazina**  Faculty of Foreign Languages  **teacher of English language and literature Diploma** |

Certificates available on request

##### **TRAININGS**

-Training: “RoadCraft”-2019 (Certificate intercompany)

-Time Management, Effective communication skills, Ethics and compliance 2020 (Certificate)- (intercompany trainings)

-First Aid Provider Course-2018 (Certificate)

-English classes “Business Terminology” 2018 (Certificate)

-Your role in Office Safety 2018 (Certificate intercompany)

##### **ADDITIONAL INFORMATION**

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| **LANGUAGES** | English – Intermediate, knowledge of business terminology (improving to upper intermediate level), native speaker in Ukrainian and Russian languages. |
| **COMPUTER SKILLS** | Skilled PC user MS Office, MS Outlook, Internet use. |
| **MISCELLANEOUS** | *Personal skills*: sociable, stress tolerant, responsible, creative, punctual, proactive approach in issues solutions, vital. Excellent communication skills, good teamwork skills, result-oriented, good analytical skills, fine with flexible working schedule or extra working hours, initiative, ability to perform multiple tasks at the same time, strong organizational skills (corporate events, office parties). Enjoy working in multicultural environment  *Hobby*: travel, cooking, driving  Class "В" driver’s license  References available on request |