



MYROSLAVA BILANCHUK

VIRTUAL ASSISTANT

CONTACT

+962-7925-7775

lawrencemira93@gmail.com

EDUCATION

2010 - 2015

UZHGOROD NATIONAL
UNIVERSITY

- specialization - Romance-Germanic Philology.

French Language and Literature.

SKILLS

- Administrative Support
- Customer Support
- Project Management
- Effective Communication
- Creative services
- Social media management
- Internet research
- Email management
- Effective Communication
- Data entry
- Photoshop Editing
- Brochure Design
- Office Presentation Design
- Photoshop Editing
- Video editing

LANGUAGES

- English (Fluent)
- French (Fluent)
- Arabic (Basics)
- Ukrainian, (Native)
- Russian (Fluent)

PROFILE

Enthusiastic Virtual Assistant and Graphic Designer with a dual focus on exceptional administrative support and innovative design. Adept at handling client interactions, scheduling, and producing high-quality graphics for diverse projects. Skilled in using design software and office tools to enhance efficiency and create compelling visual content.

WORK EXPERIENCE

Oleshnik school

- Assisted with administrative tasks, including scheduling, record-keeping, and communication with students and parents.
- Supported classroom activities and provided assistance to teachers in preparing instructional materials.

2015 - 2016

Graphic studio

- Collaborated with clients to understand their design needs and deliver tailored solutions.
- Utilized design software to produce high-quality graphics, layouts, and marketing materials.
- Managed multiple projects simultaneously, ensuring timely delivery and adherence to client specifications.

2017 - 2019

Freelancer.com

- Provided administrative support to clients, including scheduling, email management, data entry, and document preparation.
- Assisted with project management tasks, such as coordinating meetings, tracking deadlines, and organizing client communications.

2020-2023

www.led-grossiste.com

Marketing Manager & Specialist

- Handled order processing and account management, ensuring timely and accurate transaction completion.
- Updated and maintained customer records, contributing to the efficiency of support operations. Handled order processing and account management, ensuring timely and accurate transaction completion.
- Collaborated with team members to improve service delivery and enhance overall customer experience.

www.likes.io

Customer Support and Virtual Assistant

- Provided exceptional customer support, addressing inquiries and resolving issues efficiently.
 - Monitor and maintain brand consistency across all marketing channels and materials.
- 2023-2024