



EUGENIA NAKONECHNA

25 y.o.

English in Business. Philology Graduate

Executive Assistant

Head of Partnerships

KEY ABOUT ME:

- Meticulous, task-driven Executive Assistant with 3+ years of administrative experience in managing C-Level supporting operations.
- Working to excel my skills and knowledge to become a positive impact maker on the world and lives of people through COMMUNICATION and CREATIVITY
- Architect Personality - 🌀 INTJ

Warsaw, Poland. London.

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WORK EXPERIENCE

Executive Assistant (to Jack Ostrowski)

Yellow Octopus Group (2019-currently)

YELLOW OCTOPUS.

KEY RESPONSIBILITIES INCLUDE:

- Act as the point of contact among executives (for Group companies), employees, clients and other external partners.
- Schedule appointments, and maintain and update supervisors' daily calendar.
- Coordinate travel arrangements, prepare itineraries, plan logistics, and submit expense reports.
- Monitoring executives' project's development with profound understanding of requirements and timeline of execution.
- Manage complex administrative work requiring the use of independent judgment and initiative.
- Format information for internal and external communication – emails, presentations, reports
- Representing the company in negotiations, conferences, and

Head of Partnerships - white label products (Saas)

Yellow Octopus Group (2020-currently)

YELLOW OCTOPUS.

KEY RESPONSIBILITIES INCLUDE:

- Leading company's partnership deals from ideation through to strategy, development and execution.
- Acquiring new clients for the company's white label solutions and creating tailored deals based on client's needs.
- Cooperation with legal, marketing, commercial and product teams to ensure alignment with project's priorities.
- Copywriting.
- Ensuring projects' compliance with laws and regulations (GDPR and audits).
- Designing presentations and reports on projects and general company's activity for internal and external distribution.
- Representing the company in negotiations, conferences, and other events, e.g.: **Drapers Sustainability Awards, Global Fashion Summit**, Charity Retail Association Conference and other.

Project Manager

Loop Digital Wardrobe (2022-currently)



KEY RESPONSIBILITIES INCLUDE:

- Leading company's partnership deals from ideation through to strategy, development and execution.
- Market research and analysis. Identifying trends, opportunities, and potential threats for monthly strategic meeting reports.
- Acquiring new clients and strengthen company's position on the market, incl. retailers; charities; second life services.
- Monitoring digital project's development with profound understanding of technical requirements and timeline of execution.
- Ensuring product's compliance with laws and regulations (GDPR and audits)
- Representing the company in negotiations, conferences, and other events, e.g.: **Drapers Sustainability Awards, Global Fashion Summit**, Charity Retail Association Conference and other.

Account Manager for reGAIN app (digital | fashion)

Yellow Octopus Group (2018-2019)

KEY RESPONSIBILITIES INCLUDE:

- Maintaining a frequent and constructive exchange with clients and partners through cross-channel communication. Building a strong business relationship through support and advisory.
- Contracting negotiation with existing & acquisition of new clients & partners.
- Monitoring the KPIs of the Accounts, identify performance changes and investigate the root causes.
- Monitoring and analysing the competitive landscape and trends to apply to project's strategic plans.
- Identifying and uncovering new opportunities through established relationships.
- Monitoring digital's project's development with profound understanding of technical requirements and timeline of execution.

Student Internship

Zespół Tłumaczy Katarzyna Litwin, Joanna Czernia S.C. (2015-2016)

Legal translations in language pairs:

UA-PL; RU-PL;
PL-UA; PL-RU
UA-EN;

PROFESSIONAL SKILLS IN:

- team management - IT, PR, Legal, Marketing
- leading international digital projects
- communication & negotiations
- marketing campaign planning & executing
- business analysis & financial modeling
- copywriting & translations
- presentations
- paperwork - GDPR & Audits

LANGUAGES: English (c2), Polish (c2), Ukrainian, & Russian (native .bilingual)

PROGRAMS: Microsoft Office; Adobe XD; Photoshop; Similar Web; Apple Search Ad; Trello; Asana.

Expertise in fashion:

#partnerships #investments #digital #tech_products #team_leading #PR #marketing #ads #visual #apps #sustainability

Expertise in copywriting:

#websites #landing_pages #SEO #marketing #SM #ads #newsletters #apps #presentation #marketing

Expertise in translations:

#legal #administrative #fiction #articles #education #technology #websites #ads

EDUCATION:

● Bachelors: English in Business (2014-2017) University of Information Technology and Management in Rzeszow

● Masters: International Relations (2017-2018) Collegium Civitas in Warsaw (1 y. not finished)

● Masters: English Philology (2019-2022) Warsaw University in Warsaw (2y. not finished)

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PERSONAL SKILLS:

- good critical thinking and data analysis
- leadership qualities
- hardworking
- goal-setting & motivation
- dependability
- flexibility & initiative

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Hobbies & interests

- Yoga & meditation 🧘
- Music & piano playing
- Visual arts
- Hiking & badminton
- Cooking
- Astrology

INTJ Type of Personality

Introverted - Intuitive - Thinking - Judging



"I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2016, item 922 as amended."

