



# ANASTASIIA OLINA



anastasion8@gmail.com



+48511297345




Warsaw, 02-654 Poland

## EDUCATION

Bachelor of Science:  
International Economics  
**Kyiv National Economic  
University**, Kyiv, Ukraine,  
October 2016

## LANGUAGES

**Russian, Ukrainian:**  
Native language

**English:** C2  
  
Proficient

## PROFESSIONAL SUMMARY

Dedicated Executive Assistant with excellent experience in industry. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick-learning team player with effective communication and organization skills.

## SKILLS

- Microsoft Excel, Office, PowerPoint, 1C, SAP, Adobe Illustrator, Asana, CRM

## WORK HISTORY

October 2021 - Current **Outcrew - HR Business Partner & Executive Assistant**, Kyiv, Ukraine

- Provided professional administrative support for 2 business owners and 5 different business projects by arranging a working day, scheduling meetings, communicating with key clients, tracking tasks and tracking their implementation, organizing business trips
- Organization of the onboarding process for three teams of software developers including the organization of the office and the purchase of all necessary equipment

October 2020 - April 2021 **Bacardi-Martini - Sales and Marketing Assistant**, Kyiv, Ukraine

- Administration of 50 contracts and control of payments for them
- Created a template for the title page of the contract, which briefly indicates all the main provisions of the contract and the payment procedure and accelerated the process of agreeing and signing a contract by 30%.
- Assisting the work of three different departments, cooperation

with 100+ bars in Ukraine and increased customer base by 10%

August 2018 - October 2020 **Elopak - Assistant Sales Manager**, Kyiv, Ukraine

- Organized service maintenance of equipment of key Ukrainian dairy producers
- Ensured an uninterrupted supply of spare parts for filling machines, organizing a complete supply chain from the purchase of a spare part in Italy to the shipment of a spare part to a client in Ukraine
- Created order sheets for each model of filling machine, which simplified the process of ordering spare parts.
- Increased team engagement during quarantine and remote work by 30% through monthly team building and online conferences

September 2016 - August 2018 **Konica Minolta - Executive Assistant**, Kyiv, Ukraine

- Managed a corporate fleet that included more than 40 cars: controlled gasoline consumption, purchased tires, communicated with service stations and coordinated repairs, purchased new cars on lease
- Reduced consumption of corporate gasoline for personal trips by 20% by installing gps trackers on each car and controlling trips
- Assisted in organizing field events, presentations and corporate parties for a company of 100+ employees