



OLGA BILA

MANAGER

PERSONAL BACKGROUND

IThe pursuit of continuous professional and personal development; the ability to systematize and organize; passion for what I do; analytical approach to the tasks; interpersonal skills; tact; a responsibility; work on the result.

CORE SKILLS

Language proficiency
Basic English,
Turkish – colloquial,
Russian is free
Ukrainian – native.

Computer skills
Experienced user: MS Office (Word, Excel, Power Point, Access, Outlook), Internet, programs for fast information exchange (Skype, Viber), PhotoShop (development of POS materials).

CONTACT ME.

Cellphone: +380971234664
Address: Kryvyi Rih,
Solnechniy 16-12
e-mail: olga.bila@gmail.com

RECOMMENDATIONS FROM THE PREVIOUS WORK PLACE:

LLC "Intergrad",
Director: Victoria Gulieva
tel: +380504533941,
e-mail: gulyeva@kr.net

ACADEMIC HISTORY

CITY COMMUNITY COLLEGE

AB in Journalism | Expected graduation: 2018

- Current GPA: 3.85 (top 25% of class)
- Recipient of the CCC Media Association Scholarship

EXPERIENCE:

2013 - 2018 - TOURISM MANAGER, INTERGRAD LLC:

- collection, study and analysis of customer requirements for tourism services.
- implementation and search for the most profitable in terms of cost, timing and quality of services provided by tour operators.
- establishing contacts with hotels and organizations that provide excursion and transport services for the transport of passengers;
- coordination with contractors of the terms of contracts for the provision of services and ensuring their signing.
- Participation in determining the cost of the tourist package, depending on the cost of services included in the tour.
- informing and advising the client on organizational matters

2012 - 2013 - SALES MANAGER, LVIV COLD STORAGE COMPLEX "LITO":

- Communication with customers: calls, meetings, offers, negotiations, signing contracts,
- Market monitoring;
- Preparation of commercial proposals: the distribution of the range and pricing within the established plans of the plant.
- Reporting and documentation: contracts, invoices, reports.
- Teamwork: building corporate goals and developing a system of motivation for staff, checking qualitative and quantitative indicators of staff performance.