

PERSONAL INFORMATION

Viktoriia Hrechana



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Sex Female | Date of birth 12/10/1997 | Nationality Ukrainian

WORK EXPERIENCE

01/07/2016–13/09/2017

Junior Associate

Taxlink, Kiev (Ukraine)

<https://taxlink.ua>

- writing Civil law and Tax law analytics;

- analysing judicial decisions on tax matters;

- helping in organisation different tax events and forums (i.e. Direct Taxation Forum, National Tax Moot Court Competition etc.);

- writing consultations on tax matters;

- writing legal news for the website "Taxlink".

EDUCATION AND TRAINING

01/09/2014–30/06/2018

Bachelor of Law

Taras Shevchenko National University of Kyiv, Kyiv (Ukraine)

01/09/2003–31/05/2014

School Certificate

Specialized School №5, Smila (Ukraine)

01/09/2017–30/05/2018

Institut francais, Kiev (Ukraine)

French language

PERSONAL SKILLS

Mother tongue(s)

Ukrainian, Russian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
TOEFL iBT - 104					
Italian	B1	B1	A2	A2	A2
French	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - good communication skills gained in my previous job through communication with firm's clients via telephone;

- excellent contact and presentation skills gained through my previous volunteering experience.

Organisational / managerial skills - during my years at university I participated in organising a bunch of events and lectures. For example, In 2017 I organised a lecture about Legal Education in the USA for students and also, I participated in organising lectures for Young Lawyers University. It is a student organization based in my university that organised lectures on different legal topics for pupils from 10 to 14 years old during the academic year;

- I helped in organising different tax events such as Direct Taxation Forum 2017, National Tax Moot Court Competition 2017, etc while I was working in TaxLink.

Job-related skills - good memory;

- punctuality and responsibility;

- stress resistant;

- persistence;

- multitasking.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Independent user

Digital skills - Self-assessment grid

- common skills in Microsoft Office;

- basic skills in Adobe Photoshop;

- good skills in video editing applications such as Final Cut Pro X and Sony Vegas Pro.

ADDITIONAL INFORMATION

Volunteering - from 3rd of November to 15th December 2018 I participated in AIESEC Exchange program in Bologna, Italy. During this program I collaborated with one of the middle schools in Bologna. Main responsibility was to teach English to pupils from 11 to 13 years old.

- EducationUSA Fair 2015-2017 held by EducationUSA that promotes U.S. higher education to students around the world by offering information about the full range of opportunities to study at accredited institutions in the USA;

- EducationUSA Alumni Fair 2017 also held by EducationUSA;
- Fashion Film Festival Kyiv 2018;
- VIII Festival "Book Arsenal" in Kyiv;
- Backstage assistant at Ukrainian Fashion Week for four seasons.