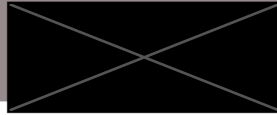




CV Iryna



🏠 *Munich, Germany* |

PERSONAL INFORMATION

Date of birth - *24/09/1989*

Nationality - *Ukrainian*

Marital status - *single*

SUMMARY

Responsible executive administrator, skilled in aspects of management; I enjoy managing projects and working in a team; I have experience in making contact with people from different walks of life; I easily assimilate new knowledge and learn new computer software

SKILLS

1C, CRM, MS Office, Photoshop, ProCreate, 3dsMax (*basic*)

LANGUAGES

Ukrainian, Russian - *native*

English - *B2*

WORK EXPERIENCE

- 03/2020 - 02/2022 **Director “CTAPHET”, Kyiv**
procurement control, documentation, tax reporting, analytics
- 04/2018 - 02/2022 **Self employed, Kyiv**
provision of wired internet and cable TV, maintenance of cable networks
- 01/2012 - 08/2015 **Administrator,**
restaurant-casino “Time Out”, Kyiv
reception of guests, control of purchases, organisation of staff work, reporting and documentation
- 12/2009 - 11/2012 **Cashier, nightclub “Millenium”, Cherkasy**
ticket sales, table reservation, documentation and accounting, purchase accounting and artist calculation
- 03/2009 - 11/2009 **Nurse, Cherkasy regional hospital,**
neuropathology department
fulfillment of doctor's prescriptions, intravenous and intramuscular manipulations, setting droppers, patient care, documentation

EDUCATION

- 10/2018 - 12/2019 **EDS European School of design, Kyiv**
(professional courses) Interior designer
- 09/2009 - 04/2015 **European University, Cherkasy**
Bachelor's degree
major “Management and administration”
- 09/2005 - 02/2009 **Cherkasy Medical College**
“General medicine”, paramedic