



OLGA KOZYRENKO

Project Manager | 0991874617

DETAILS

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DATE OF BIRTH
11.07.1982

DRIVING LICENSE
B

LINKS

[Facebook](#)
[LinkedIn](#)

SKILLS

- Communication Skills
 - Leadership and Management
 - Critical Thinking Skills
 - Judgement and Decision Making
 - Initiative and Problem-solving Abilities
 - Risk management
 - ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR
 - Project scheduling
 - Digital Communications & Marketing
 - Able to manage and implement Social Media campaigns
 - Knowledge of MS Office
 - Keynote
 - Trello/Asana/Slack
- ## LANGUAGES
- Ukrainian
 - Russian
 - English

PROFILE

I am experienced project manager, working for projects across a wide range of industries including: event, IT, digital marketing, advertising, government and nonprofit organisations for fifteen years. I can build and manage an effective team, work with a large amount of information in a multi-tasking mode, quickly analyse the situations, take decisions, search for non-standard solutions, always taking responsibility for the result. I can manage conflict situations and find compromise solutions for all parties concerned. Due to the large number of completed projects in various fields, I have a wide range of competencies. I've created trustful and long lasting relations with many contractors, professionals and partners.

PROJECTS HISTORY

- Project manager, Ukraine House Davos (Davos, Switzerland)
October 2019 — February 2020
- PR Officer, NGO "Human Rights in Mental Health – FGIP"
June 2018 — March 2020
- Project manager, Saint Lucia 2019, 2020. Swedish Embassy (Kyiv, Ukraine)
December 2018 — December 2019
- Project manager, Advanced Training Response to Conflict and Security Challenges in East Ukraine organised by Harvard Humanitarian Initiative and actively supported by NATO (Dnipro, Ukraine)
February 2019 — November 2019
- Project manager, First Investment Forum at the Initiative of the President of Ukraine "RE:THINK. Invest in Ukraine" (Mariupol, Ukraine)
July 2019 — October 2019
- Location manager, Barcelona Business Camp 2019. L'Oréal Professionnel (Barcelona, Spain)
October 2019 — October 2019
- Project manager, Forum "Unlimited: Art without Boundaries", British Council (Kyiv, Ukraine)
June 2019 — September 2019
- Project manager, Beauty days L'Oréal Ukraine (20+ cities, Ukraine)
April 2019 — June 2019
- Project manager, Forum "Occupied Crimea: 5 years of resistance" made by the Ministry of Information Policy of Ukraine. (Kyiv)
February 2019 — February 2019
- Project manager, UGV Technology Day for UGV (Ukrasvydobuvannya), (Baku, Azerbaijan)
February 2019 — April 2019
- Location manager, UEFA Champions League 2018, UEFA (Kyiv)
May 2018 — May 2018

Project manager, "Sakharov concert", NGO "Human Rights in Mental Health – FGIP" Kyiv

December 2017 — December 2019

Project manager, Eurovision 2017, UA:PBC (Kyiv)

February 2017 — June 2017

EMPLOYMENT HISTORY

Director at B&M Event Company, Kyiv

October 2018 — January 2020

Duties:

- Ensuring the work results and effective interaction of the divisions of the company, Identification and elimination of the shortcomings in the work of the company
- Development of the company's strategy and brand presentation
- Financial analysis of the company's activity
- Team management
- Development of contacts and contracts
- Personal work with VIP clients

General manager at Office of Renewable Energy Ambassador - Ruslana Lyzhychko, Kyiv

February 2018 — February 2019

Duties:

- Carried project from initial concept through completion
- Assisted with the recruiting and interviewing of new employees
- Worked alongside marketing specialists, graphic designers and brand development team to ensure brand awareness
- Developed communication, digital marketing, SMM strategies, worked on website development, launch and administration
- Was responsible for preparation and moderation of press-conferences, writing press releases, work with media and signing memorandums with project stakeholders
- Was writing sponsorship proposals, presentations, working with potential partners

Client service Director at "Convergo" Event company, Kyiv

July 2017 — July 2018

Clients:

AbInbev Efes Ukraine (Budwiser, Corona, Stella Artois, Chernihivske, Staropramen), IDS-Borjomi Ukraine (Morshinska, Borjomi), Isaia (Italian menswear brand), Qatar airlines, TSUM (department store), Paralympic team of Ukraine

Duties:

- Leading and management of the client servicing team, development of the best practice in client servicing, regular sessions with the client servicing team to share knowledge and experience;
- Sponsorship, fundraising, celebrity marketing
- Personal leading of the Key Client Relationships (event management)

General manager at NGO "AIU" Kyiv by Ruslana Lyzhychko, Kyiv

March 2014 — January 2017

Duties:

- Coordination of agency projects, including: "OKO" - Media Monitoring Software, a joint project with NGO "Razom for Ukraine" (USA) and "Radio1.UA"
- Development and further work on weekly media monitoring digests (ukr, engl)
- Coordination of work with the authorities
- Communications, digital marketing, SMM
- Project website development, launch and administration
- Public events management: "Ніч пам'яті" (December 2014, 2015)
- Moderation of press-conferences, writing press releases, work with media

Creative Director at "DNK Web Studio" digital agency, Kyiv

July 2009 — August 2010

Duties:

- Assisted with all aspects of the creative process from copyrighting to design and execution
- Supervised creative team, worked to accomplish 100% client satisfaction
- Oversaw content and product development

- Supervised advertising and promotional campaigns from conception to completion
- Worked to attract and retain clients

○ **Project manager at "KTIC" Information Center for tourists of Euro 2012, Kyiv**
October 2008 — March 2009

Duties:

- Project concept development for "Kyiv Tourist Information Center"
- Coordination with Kiev City State Administration, KCSA Tourism and Promotion Office, and other project stakeholders
- Development and launch of KTIC local and international communication campaign
- Holding of press conferences, writing press releases, participation in round tables as project representative,
- Development and production of printed products, audio and visual products to promote touristic potential of Kyiv
- Development, launch, site management and promotion of the Kyiv City web portal
- Development and launch of the project "Tourist Self-Service Terminals"
- Project reporting

🎓 **EDUCATION**

○ **Master's degree in Management, Kyiv National I.K. Karpenko-Kary Theatre, Cinema and TV University, Kyiv**
September 2000 — June 2005

Diploma with Honours

📖 **COURSES**

○ **Preparation for the PMP® Certification Exam, TenStep**
March 2020 — April 2020

○ **Mass communication technologies, Training center "Strashko management"**
September 2019 — September 2019

○ **People and project management , EDUHUB**
November 2019 — November 2019

○ **Conscious elections, Konrad Adenauer Stiftung**
August 2015 — August 2015

👤 **REFERENCES**

○ **Robert van Voren, Chief Executive from NGO "Human Rights in Mental Health" – FGIP**
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○ **Alexa Chopivsky, Executive Director from Ukraine House Davos**
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