

# Nina Fedorchuk

Address: 222 Bozhenka Str., # 123  
Kiev 03680, Ukraine.  
Tel.: +38 050 222 2222 (mob.),  
+38 044 111 1111 (priv.)  
E-mail: nina.fedorchuk@email.ua  
Date of Birth: 12.10.1984.  
Marital Status: single.

**Objective:** to obtain an administrative position in a Western company that utilizes my 3+ years office management experience.

## **Critical Skills:**

- skilled in developing successful office procedures;
- “blind typing” ability;
- excellent translation skills, both oral and written;
- experienced in establishing collection plans and monitoring collection activity;
- accustomed to working in a dynamic environment, performing several tasks simultaneously.

## **Work Experience**

### **10.2009 – current – Office Manager, NSG Holding (an investment company), Kiev.**

Reporting to the General Manager, responsible for managing day-to-day operations of the 25-employee company.

Perform administrative tasks such as distributing mail, scheduling meetings, writing letters, typing documents; interact with customers and outside contractors across Ukraine.

Manage all supplies for office equipment, maintain cost records.

### **Achievements**

Under the supervision of the General Manager worked out and typed the manuals for all office procedures. In 2010 was named as the Best Employee of the company.

### **07.2007–09.2009 – Office Manager, Pilipenko Advisers (a law firm), Kiev.**

Performed general office duties and office tasks: handled phone communications, scheduled daily appointments, greeted guests, posted records of office charges and receipts into computer.

### **07.2006–07.2007 – Junior Assistant, First Ukrainian Training Centre, Kiev.**

## **Education**

2002–2006 – Kiev National Linguistic University, Department of the English Language.

**Related courses:** accounting, computer operations, business communications.

**Languages:** Ukrainian (native), Russian (fluent), English (fluent).

**Other Skills:** computer literacy (Word, Excel, 1S Accounting, Power Point etc.)

**Interests:** music, sports, photography etc.

**References:** available upon request.