**OLGA SHPEK**

**Personal details:**

**Date of birth:** 25 April 1987

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**Career objective:** Opportunity to apply acquired skills, as well as acquisition of new experience in a reputed company, remuneration adequate for work performed.

**Personal profile:** Reliability, self-discipline, responsibility, initiative and constant self-improvement. Ability to prioritize my workload, good organizational skills developed in a variety of deadline orientated situations. Clear and logical mind accompanied by a practical approach to problem solving and a drive to see things through to completion. Qualitative performance. Ability to work as part of a team as well as on my own.

**Knowledge of foreign languages**:

* Russian - native
* Ukrainian - native
* English - fluent
* Spanish – good (oral, written)
* French – good (written)
* Italian – good (written)
* Czech – good (written)

**Advanced computer literacy:** Office software, networking, graphic editors

**Professional experience:**

**Sept. 2011 - 2014** Personal Assistant to General Manager Procurement (MRO & External Logistics), Administration ofPJSC ArcelorMittal Kryvyi Rih

Area of responsibilities: preparation of reports for top management about compliance with KPIs and reached economic effect, orders, ordinances, MoMs, job descriptions for employees in Russian, Ukrainian and English; participation in adjustment of procedures, strategies and ordinances; simultaneous translation of conference calls, meetings with suppliers and company managers; preparation and translation of technical, customs, procurement documents – contracts and official requests; search of new local and international suppliers, as well as possible analogues based on drawings; organization and participation in meetings and optimization of cooperation with suppliers; translation of personal documents of the manager from English / Spanish / French / Portuguese into English / Russian / Ukrainian language.

I was awarded by Deputy General Director for Procurement with Certificate of Merit in the nomination “Unlimited Resource” (January 2014) for analytical, structured approach to decision-making, and strive for high results and by CEO of ArcelorMittal Kryvyi Rih with Diploma in the nomination “Hope of the Company” (March 2014) for initiative, activity and determination, persistence and insistence in achievement of goals, drive for high achievements and continuous improvement.

**January-Sept.** Interpreter, PJSC ArcelorMittal Kryvyi Rih

**2011** I worked in Mining Department, Sinter Plant, Coke and By-product Plant, Blast Furnace, Open-Hearth Furnace, Converter, Blooming Shops, Rolling Mills, new construction of continuous casting machine as an interpreter and got acquainted with the main processes in these facilities. I got familiarized with technical documents while translating them bilingually and multilingually (from and to English, Spanish, French, Russian and Ukrainian, both written and oral translations).

2010 European Representative, Oltek Srl (Italy)

**Company’s field of activity:** manufacture and sale of sensors for metallurgical industry, dealership with the biggest world-wide manufacturers.

I was responsible for market research and business development; negotiations with the biggest world-wide manufacturers of steel products, electrical, hydraulic, mechanical equipment, fastenings, instrumentation, etc.; pricing, preparation of procurement and sales documents, translation of technical specifications, instructions for the company from and to English, Italian, Spanish, Ukrainian, Russian and French languages, preparation of reports, acceleration of sales and purchase of raw materials and equipment for production purposes; communication with customers.

**2010** Specialist of Foreign Trade Activities, customs broker, Bioexport LLC, Kryvyi Rih

**Company’s field of activity:** manufacture and sale of oilseed processing products abroad.

I selected oilseed suppliers, handled negotiations with them, organized transportation of oilseeds to the company plant. I expanded potential customers’ database, concluded contracts, prepared documents and performed customs registration and transport organization.

**2009** Manager of Foreign Trade Activities, Head of Sales Department across Europe (oral and written conversation with the use of foreign languages), Electric Drive LLC, В2В segment, Zaporizhzhya

**Company’s field of activity:** manufacture and sale of electrical equipment for hoisting machines, repair of all types of hoisting machines.

I expanded and updated potential customers’ database, forged relationships with them, negotiated with customers, studied competition environment, forecasted sales, developed action plans to accelerate sales, concluded contracts, prepared documents for customs clearance. Also, I trained, guided and supervised the staff. I analyzed contracts for effectiveness identifying areas of weakness and implemented improvements to increase profit margin. I developed and implemented a completely new strategy for the company, which resulted in increased number of contracts and enhanced its image.

**Education and Qualification:**

**2004-2008** Bachelor of Foreign Economic Activities, Kryvyi Rih Economic Institute of Kyiv National Economic University n.a. V. Hetman

**2008-2009** Master of Foreign Economic Activities, Kryvyi Rih Economic Institute of Kyiv National Economic University n.a. V. Hetman

**Achievements:** Diplomas with Honours (Bachelor’s and Master’s Degrees), Certificate of Merit for the best report on the problems of international marketing received at All Ukraine Research and Practice Conference for Students and Junior Research Staff “Majesty of Marketing” (National Mining University, Dnipropetrovs’k).

**References:** Available on request.