*“The goal without a plan is just a wish”*

**Polyakova Daryna**

Date of birth: 16/04/1983

Marital status: married, son

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***Experience:***

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| ***Freelance Translator*** ***(Russian/Ukrainian⬄ English)***2004 – Present Main job June 2014-January 2017 (Maternity leave) | Translation for Novyy Channel, Creative Agency (Advertising), KLS, Profpereklad Translation Agency, Smart Business Project, etc.*- Translation of:*\*legal documents (agreements, legal opinions, instructions, etc.), \*personal documents (certificates, notarized documents, tax extracts, etc.), \*media marketing materials\*TV bibles, formats\*scripts (+transcribing)\*projects` presentations, \*web-sites, \*videos transcript and translation,\*user guide on On-line MarketingMain topics: General, Legal, Marketing, Standard documents, TV Industry, Social |
| ***Administrative Manager*****Waverley Software (IT)**January 2017-present | * Office maintenance (groceries, equipment, design, office supplies, etc.)
* Work with landlord representatives
* Accounting support (bills, Tax Services, budget, reporting)
* Events organization (team-buildings, corporate gifts arrangement, logistics, etc.)
* Business trips support (visa service, tickets, accommodation, transfer, reporting, etc.)
* Cooperation with courier services
* Cooperation with the Head Office in Kharkov
* Settlement of procedures (business trips, teambuilding arrangement)
* Market search for the company needs
* Translation of documentation
* Budgeting (Administration sector)
* Marketing support (cooperation with printing and advertising companies, branded stuff maintenance, cooperation with designers, work according the Company Brand Book, etc.)
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| ***PA to General manager/ Executive Assistant*****UKRTOWER LLC (Telecommunication)** April 2012 – June 2014 | - Daily support of the General Manager (expat-Turkey): calendar maintenance, meetings arrangement, solving of all the routine matters, including personal (rent apartment, coordination of the house personnel work, language courses, etc.);- Administrative support of the office operation, including offices in regions (suppliers, landlords, printing companies, mobile operators, leasing, petrol, etc.);- Translation of documents English/Russian-Ukrainian/English;- Interpretation on the meetings;- Business trips arrangement (for all employees –visa support, tickets, accommodation in Ukraine and abroad); For GM-the full scope of business services, including internal reporting documentation);- Arrangement of the Boards, corporate events;- Preparation of presentations, reporting documents, minutes for GM;- Work with state authorities (basic stage) and permitting bodies (permits, medical examination and education for the staff);- Basic HR duties (announcements, primary and phone interviews, timesheet holding, documentation aspect, etc.);- Holding of the document flow (basic accounting, full administrative and official document flow, mail registration, internal Orders and Regulations of the Company, etc.);- Coordination of the General Manager`s orders fulfillment and getting approval from the General Manager;- Reporting to General Manager and Head Office in Istanbul (budget following; use of the corporate: cars, phones, equipment, travel costs, etc.);- Participation in budget process (administrative sector). |
| ***Administrative Manager*****Zeplin Ukraine (kids wear)**January 2011-February 2012 | - Administrative management of the company (work with suppliers, landlords, exhibitions, printing companies, etc.);- Conclusion of the agreements on administrative and organizational matters, following the procedures according to the agreements` subjects;- Translation of documents (English/Ukrainian-Russian/English) and interpretation on the meetings;- Work with travels (visas, tickets, accommodation in Kiev and abroad);- Holding of the meetings with the perspective partners, counterparts;- Holding of the document flow of the company;-Interaction with state authorities (Tax inspection, Fire Inspection, Employment Center, etc.);- Reporting to the Founder (Turkey). |
| ***PA to General Manager/ Executive Assistant*****Marks&Spencer Ukraine**November 2007 – November 2010 | - Daily organization and administrative support to the GM (expat- Turkey) including personal requests (such as support of his family in Kyiv, coordination of house personnel work, etc.);- Administrative office support (suppliers, events, meeting room scheduling, cooperation with the providers of: taxi services, mobile connection, petrol, etc.)- Translation (mainly legal - agreements, legal opinions), interviews and other materials translation for Mass Media, correspondence and reports translation for GM);- Interpretation on the meetings;- Minutes preparing;- Business trips arrangement for the company employees and foreign colleagues (from Turkey, England) (visa support, tickets, accommodation, transfer arrangement);- Necessary information search and provision to the GM; - Coordination of the GM`s orders fulfillment and arrangement of the approvals by GM;- Close cooperation with all the departments of the Company. |
| ***Atlas 2 Project Assistant*****UkrSibbank**November 2006- November 2007 | * Administrative support to the Project Manager (expat-France);
* Administrative support to Project Team.
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| ***PA Assistant to General Manager*****AV-Service LLC**September 2005 – November 2006 | * Administrative Assistance;
* Translation assistance; Interpretation;
* Participation in the Exhibitions abroad and within Ukraine.
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| ***Senior Translator*****National Television Company of Ukraine**December 2004 – September 2005 | * Eurovision Song Contest 2005 in Kyiv: translation of the full scope of documentation for the Contest, interpretation, accompanying of the international teams, transcribing the texts and programs.
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***Education:***

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| **Kyiv National Academy of Internal Affairs** | Degree. Field: LawGraduation 2013 |
| **Kyiv National Linguistics University** | Degree. Field: Translator/ Interpreter of English and FrenchGraduation 2005 |

***Additional information***

**Computer skills:** MS Office – Advanced User, Outlook, Trello, Slack, Mac OS and iOS user, SmartCAT

Typing 170 signs per minute

**Languages**: Ukrainian/ Russian – native, English – fluent, French and Polish – basic (French was not used after graduation, Polish has been started on Maternity leave).

**Interests**: traveling, reading, languages and cultures

**Social networks**: <https://www.linkedin.com/in/darina-polyakova-0a19a46/>

***References may be provided upon request***