*“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 Marketing  Main 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.) |
| ***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. |
| ***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. |
| ***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. |

***Education:***

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| **Kyiv National Academy of Internal Affairs** | Degree. Field: Law  Graduation 2013 |
| **Kyiv National Linguistics University** | Degree. Field: Translator/ Interpreter of English and French  Graduation 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***