



# YELYZAVETA SVYSTUN

Motivated social media manager with over 4 years of experience in effective content creation in 4 different languages on social media platforms, and audience engagement techniques. Success- and result-driven, with meticulous analytical and technical skills.

## EXPERIENCE

### **SOCIAL MEDIA MANAGER, MEDIA RESEARCHER**

BDO | Kyiv Strategy Consulting | Kyiv/Wroclaw

June 2021 - Present

- Preparation of Points of View and Company Profiles for external and internal customers
- Participation in market research projects for clients in Europe and overseas
- Creation, development, and management of social media pages for internal and external customers
- Preparing social media analytical reports, Google Analytics reports and reporting on the results of activities
- Content creation and graphic design for social media
- Supporting customers according to the company's established standards

### **PERSONAL ASSISTANT TO THE CHAIRMAN**

Ukrainian-Arab Cooperation Council | Ukraine, Kyiv

February 2021 - May 2021

- Supporting the Chairman in making the calendar, organizing meetings, business trips, conferences, and events
- Data collection, analysis, reporting, and creation of summaries
- Screening and directing phone calls and distributing correspondence
- Handling company's correspondence, emails, phone calls
- Handling requests and queries appropriately
- Translation of documents from and into English, Arabic and Ukrainian languages
- Ensuring proper and timely circulation of documentation, archiving of documents

### **ARABIC TRANSLATOR, MEDIA RESEARCHER**

Embassy of Palestine in Ukraine | Kyiv

February 2019 - October 2020

- Performing translation and interpretation from and into Arabic, English, Ukrainian, Russian
- Writing well-organized reports summarizing the work done
- Creation of presentations, letters, and reports
- Media research according to the guidelines, completing databases, ensuring correctness and completeness of information



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Wroclaw, Poland

## SKILLS

- Awareness Of Trends
- Analytics Skills
- Research-oriented
- Writing Skills
- Excellent Communication
- Creativity
- Project Management
- Strong Visual Sense
- Attention To Details

## EDUCATION

### **BACHELOR'S DEGREE | EXPERT OF TRANSLATION (ARABIC)**

Kyiv National Linguistic University  
2014 - 2018

### **MASTER'S DEGREE | EXPERT OF TRANSLATION (ARABIC, ENGLISH)**

Kyiv National Linguistic University  
2018 - 2019

### **QATAR UNIVERSITY | ARABIC FOR NON-NATIVE SPEAKERS**

2020 - 2021

### **KYIV ACADEMY OF MODERN ARTS | DIGITAL MARKETING**

2021 - 2022

## LANGUAGES

English | C1

Arabic | B2

Polish | A1

Ukrainian | Native Speaker

Russian | Native Speaker