**CV**

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**Stanislav Kysh**

**Personal information:**

Date of birth - July 23, 1988

Marital status - single, has a child.

Place of residence: Ukraine, Kyiv

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**Education:**

* **2005 -** **2010** - Kyiv University of Tourism, Economics and Law. Faculty - international economic relations. Diploma of full higher education "SPECIALIST", qualification "international economist, English translator"
* **2011 - 2014** – International Solomon University, Faculty of Law, "SPECIALIST" (jurisprudence, human rights) with a qualification of "lawyer", + diploma of International standard.

**Experience:**

**July 2016 till now -** Chief Specialist of the Department of Perspective Planning of the Department of Regional Development and Implementation of Construction Projects of the Department of Regional Development of the Kyiv Regional State Administration

**June 2016 - July 2016 -** Chief Specialist of the Department of Regional Development of the Department of Regional Development and Implementation of Construction Projects of the Department of Regional Development and Housing and Communal Services of the Kyiv Regional State Administration

**September 2011 - June 2016** – Secretary of the "Kyiv Appeal administrative court "

**August 2011 - September 2011** - Court Administrator "Kyiv Appeal administrative court »

**February 2011 - July 2011 -** Art Director of Entertainment complex

**March 2009 - October 2010 -**  director of the event agency

**2005 – 2006** – private English lessons (full language, grammar, spelling)

**Addtitional information:**

* **Knowledge of languages: Russian and Ukrainian (native), English** – Upper-Intermediate
* **Computer skills:** Computer skills at the level of a confident user. Knowledge of text recognition, automatic text translation and image processing systems. Knowledge of office equipment. Internet skills, prompt search for necessary information and its further processing, sending emails, searching for necessary information, working with forums and social networks. Ability to learn and adapt quickly.
* **Professional and personal skills:** Work experience as a personal (virtual) assistant, ability to work in a team and with a large amount of information, ability to learn quickly and adapt to new tasks, excellent communication and organisational skills, creativity, activity, responsibility, prompt solution of tasks, initiative, leadership skills, high efficiency, sociability, stress resistance, punctuality. Willingness to improve skills, master new areas of knowledge and apply them in work.
* **Additional professional skills:** Filling the site with goods, transferring text from photos/scanned copies/paper/documents, etc. into WORD format. Transcription - translation of speech from audio or video to text. Translation from Ukrainian into Russian, translation from Ukrainian into English, translation from English into Ukrainian, Russian, knowledge of graphic editors Figma, Adobe Photoshop, Canva, and others, logo development.