**KATERYNA KARBAN**

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**SUMMARY**

Encouraging manager and analytical problem-solver with talents for team building, leading and motivating, as well as excellent customer relations aptitude and relationship-building skills. Proficient in using independent decision-making skills and sound judgment to positively impact company success. Dedicated to applying training, monitoring and morale-building abilities to enhance employee engagement and boost performance. Excellent analytical, and problem-solving skills – able to view challenges with a clear solution-oriented perspective. Flexible and easy to adapt to new environments. Have the ability to work under pressure & overload in order to achieve the desired goals. Calm, controlled, and focused regardless of the situation involved in. Excellent verbal and written communication skills. Excellent organizational and presentation skills. Able to manage multiple tasks & demands. Self-motivated, flexible, dynamic & analytic personality. Believe in team working for success.

**EXPERIENCE**

* **Assistant Director**

*One Qreal Group Of Companies (Doha – Qatar), 10/2022 to 04/2023*

**Major Responsibilities:**

Leading the company’s strategic planning process and overseeing the implementation of new strategies.

Overseeing day-to-day operations of the organization, including making decisions about hiring key personnel such as department heads or managers.

Establishing, monitoring, and evaluating teamwork plans.

Provision of expert advice on the development of work practices, and procedures for projects or campaigns.

Provision of coaching and mentoring support to team members.

Planning, controlling, and implementing the organization’s corporate communications strategies, such as media and public relations; and advertising.

* **Assistant Director**

*International School (Doha – Qatar), 01/2019 to 10/2022*

**Major Responsibilities:**

Supporting the Director in leading and supervising all educational efforts of the school.

Setting high standards for performance, supervising and evaluating to ensure that these areas and their leaders continue to operate and function efficiently and effectively and serve the needs of the school.

Identifying staffing and recruiting needs; developing and executing best practices for hiring and talent management.

Planning, leading, developing, coordinating, and implementing policies, processes, training, initiatives, and surveys to support the school’s human resource compliance and strategy needs.

Leading and coordinating school communications activities and programs.

* **HR Manager**

**Major Responsibilities:**

Developing workforce strategies and recruit qualified candidates.

Monitoring and checking the people processes to ensure an inclusive and fair workplace.

Communicating, training and embedding the employee performance cycle of quarterly employee check-ins.

Providing HR support and guidance on a full range of employee relations issues; maternity, paternity, sickness and absence, managing probations and performance issues.

Managing transfers, associated visa and immigration implications.

Talent development and delivering core HR training to build people management capability; flexible working, recruitment skills, feedback and appraisal skills, disciplinary, absence.

* **Assistant Director**

*Audit firm «Contracts Audit» (Lviv – Ukraine), 04/2015 ­to 12/2018*

**Major Responsibilities:**

Administering everyday functions for the company and coordinating with the Director to prepare all long-term strategies to achieve all goals.

Monitoring all staff activities according to existing policies and evaluating all financial statements on monthly basis and analyze all trends and develop all program grants and financial contracts.

Developing process maps, policies, and procedures for the company’s roles and activities, and place continuous improvement cycles in place.

Planning and implementing the company’s communications strategies, such as media and public relations; and advertising.

* **HR Development Manager**

**Major Responsibilities:**

Organizational and departmental human capital planning.

Recruiting and selecting of talent including fostering a strong employment brand, following a consistent and proactive process and accurate and fair screening.

Training personnel and helping team members develop their skills and conducting employee performance appraisals.

Providing employee relations and engagement strategies including facilitating employee recognition programs, company rewards and events, company-wide communication to foster collaboration and forward-thinking culture.

Supporting workplace safety training and maintaining compliance with labor and employment laws for employment practices, working conditions and reporting; mitigate risk through developing programs that improve safety for employees.

* **Senior HR Manager**

*State Agency of Land Resources of Ukraine in Zaporizhzhia Region (Zaporizhzhia – Ukraine), 10/2011 to 04/ 2015*

**Major Responsibilities:**

Leading the induction process for human resources policies, procedures, laws, and standards to new and existing employees.

Analyzing job duties, writing job descriptions, administering on-the-job training programs.

Developing the organization’s recruiting strategies and interviewing process.

Managing employee relations and solving issues in line with the corporate policies and procedures.

Carrying out HR administrative matters such as processing transfers, promotions, and terminations.

Developing and administering health and safety programs for employees.

Key achievements: successful and effective participation of the re-organisation in the entity, and overseeing the process of staff redundancy process and optimization.

* **HR Manager**

*Multidisciplinary school No. 6 of Zaporizhzhia City Council (Zaporizhzhia – Ukraine), 09/2009 to 09/2011*

**Major Responsibilities:**

Preparing and updating employment records related to hiring, transferring, promoting, and terminating.

Explaining human resources policies, procedures, laws, and standards to new and existing employees.

Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities.

Processing transfers, promotions, and terminations.

Analyzing job duties and writing job descriptions.

Maintaining records of employee participation in all training and development programs.

**Key achievements:**

an excellent passage of the check of the human resources accounting system of the school;

successfully assisting the process of completion of the accreditation of the school.

* **HR Officer**

*International Freight Transportations Holding (Zaporizhzhia – Ukraine), 07/2007 to 07/2009*

**Major Responsibilities:**

Recruiting new administrative employees, then orient and train them for their specific job descriptions.

Administrating employment records and related documents (including terms of employment, contract renewals, probation reports, end of employment reports, termination checklists, employee records, and files).

Preparing all kinds of letters: offers, promotions, salary reviews, re-designation, transfers, salary certificates

Conducting semi-annual evaluations of administrative personnel and provide guidance about potential improvements in each employee’s performance.

**EDUCATION:**

* Master of International Relations and Social Communications at The National University of Ostroh Academy
* Master of Commercial Law at Zaporizhzhia National University
* Bachelor of Commercial Law at Zaporizhzhia National University

**Note: Certificates are attested by all relevant authorities**

**INTERNSHIP:**

*Qatar Museums Authority*

Position: Administrative & Support Coordinator at the International Relations & Administration Office, November 2019 – December 2019, certificate, Doha – Qatar, 80 hours

**PROFESSIONAL TRAINING:**

* The 5-course specialization «Business English Communication Skills», University of Washington, USA, 2023
* The 6-course specialization «Google Project Management», Google, USA, 2023
* The course «Teamwork Skills: Communicating Effectively in Groups», University of Colorado Boulder, USA, 2022
* The course «IS-100.c: Introduction to the Incident Command System», Emergency Management Institute, USA, 2022
* The 5-course specialization «Leading People and Teams», University of Michigan, USA, 2022
* The 4-course specialization «Coaching Skills for Managers», University of California, USA, 2022
* The 3-course specialization «ICPM Certified Supervisor Professional Certificate», Institute of Certified Professional Managers, USA, 2022
* The course «Fundamentals of Project Planning and Management», University of Virginia, USA, 2022
* The course «International Human Resources Management: An Introduction», Coventry University, UK, 2022
* The  5-course specialization «Human Resource Management: HR for People Managers», University of Minnesota, USA, 2021
* The 4-course specialization «Leading: Human Resource Management and Leadership», Macquarie University, Australia, 2021
* «Mini-MBA» Program, International Business - Management Institute, Germany, 2021
* The course «Foundations of Project Management», Google, USA, 2021
* The course «Introduction to Psychology», University of Toronto, Canada, 2021
* The course «Social Psychology», Wesleyan University, USA, 2021
* The course «Emotional Intelligence at Work», Coventry University, UK, 2021
* The master class «Organizational Leadership», coach Joe Privott, «Training Center», Ukraine, 2016
* The master class «Strategic Planning», coach Penn Mullowney, «Training Center», Ukraine, 2016

**NOTE: Complete list of training courses will be provided upon request**

**VOLUNTEERING:**

* **Event name:** FIFA ARAB CUP QATAR 2021, certificate, Doha – Qatar
* Position:  Media Operations
* **Event name:** FINA/CNSG Marathon Swim World Series 2021, certificate, Doha – Qatar
* Position:  Media Assistant
* **Event name:** FINA/CNSG Marathon Swim World Series 2020, certificate, Doha – Qatar
* Position:  Media Assistant
* **Event name:** FINA Swimming World Cup Qatar 2019, certificate, Doha – Qatar
* Position:  Media Assistant

**PERSONAL ATTRIBUTES:**

* Excellent analytical, problem-solving skills – able to view challenges with a clear solution-oriented perspective.
* Flexible and easy to adapt to new environments.
* Have the ability to work under pressure & overload in order to achieve the desired goals.
* Calm, controlled and focused regardless of the situation involved in.
* Excellent verbal and written communication skills.
* Excellent organizational and presentation skills.
* Able to manage multiple tasks & demands.
* Self motivated, flexible, dynamic & analytic personality.
* Believe in team working for success.

**COMPUTER SKILLS:**

MS Office, SAP Program, Applicant Tracking Systems (ATS), Candidate Relationship Management (CRM) Systems, Peoplesoft, 1C: Enterprise, graphics editors.

**LANGUAGE SKILLS:**

* Ukrainian – Native;
* English – Fluent;
* Russian – Fluent;
* Polish – Intermediate;
* German – Intermediate;
* Arabic – Beginner;

**INTERESTS:**

Sports: running, yoga, working out and enjoys watching sports generally. Other interests are reading, learning languages, psychology, sociology, IT related technologies, traveling**.**

**Note: Qualification Certificates would be provided upon request**