

CV

Koptila Yelyzaveta



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EDUCATION:

1. Bachelor. National University of Kyiv-Mohyla Academy. 2017- 2021

International Relations, Social Communications and Regional Studies.

The diploma is nostrified at Charles University in Prague. Regarding such specialties as:

- Mediální a komunikační studia (Media and Communications Studies)
- Filologie (Philology)
- Politické vědy (Political Sciences)

2. OCA Association Czech language courses in Prague. 2021-2022.

3. Czech University of Agriculture - Veřejná správa a regionální rozvoj (in Czech language) - studied only 2 semesters.

4. Graphic design courses in Projector - 2023.

Know how to use photoshop and illustrator. So I have a portfolio too.

WORK EXPERIENCE:

1. Head's assistant, Ukragroblits LLC. January 2020 - September 2021.

The company develops and sells agricultural units for land cultivation.

RESPONSIBILITIES:

MY RESPONSIBILITIES INVOLVED A VARIETY OF ACTIVITIES:

Personnel selection and management.

Analysis of the demand for products or services.

Purchase of components for the manufacture of units.

Procurement market monitoring.

Logistics.

Maintaining documentation. Payment for intellectual property patents.

Calculation of the cost of the product and all components.

2. Co-owner, @Kvartyra23 April 2020 - For now. Online store in Instagram.

RESPONSIBILITIES:

Product creation (Clothing and accessories).

Communication with buyers, acceptance of orders.

Production order from the manufacturer.

Accounting.

3. Shop assistant in a glass shop «Material design s.r.o» in Prague. September 2022 - March 2023.

RESPONSIBILITIES:

Sale of products.

Communication in English and Czech language with customers.

Language knowledge:

English - B1-B2

Czech - B1-B2

Ukrainian - native speaker
