

Administration



Polina Timofeeva

Предпочитаемая страна: Чехия
Зарплата: От 1000 EUR
Направление деятельности: Секретариат, делопроизводство, ахо
Тип работы: Полная занятость
Готов к переезду: Да

Описание резюме

Administration and project management

Опыт работы

01.11.2019 – 01.02.2018

Baseley & Partners

Corporate administrator

Administration of daily corporate processes and communications. Reviewed contractual agreements. Due diligence research .

01.02.2018 – 01.12.2017

Mustard

Social media manager

Created content plans and maintained communication strategy for international brands (Doosan, Bobcat) to expand their social media presence on EMEA market. Monitored and reported content performance. Conducted monthly market & technology research on marketing trends to recommend and implement actions communication strategy.

01.06.2008 – 01.06.2011

Regional Department of Government Procurement

Legal officer

Developed regional contract templates, agreements and guidelines on procurement regulation. Provided legal advices on compliance resolutions such as contract awarding and rejection issues. Represented the Department where it was required (meetings, conferences, courts).

01.02.2019 – 01.07.2018

Tyumen Ferroalloy Plant, Limited Liability Company

Assistant project manager

Performed research and market analysis of various commodities, SME landscapes, technologies. Assisted in the coordination of project activities aimed to promote products abroad. Managed database of potential clients, partners and investors.