

**Oksana Neznal**

**05.01.1973**

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**SW6 7QT**

### **Personal Profile**

**Project manager.** Organization, control and coordination of all stages of the project process (conferences, museum exhibitions, exhibitions of contemporary art, photographs, concerts , Ukrainian fashion week, sports events (Ukrainian, European, world championships in fencing, weightlifting, rhythmic gymnastics, freestyle wrestling), corporate events, private events). Preparation of budgets: coordination with the technical divisions of the company of the types and terms of work, additional purchases to complete the task. Preparation and approval of contracts, other necessary documents with the customer, the legal and accounting department of the company, other contractors of the project.

**Events and organizations I worked with:** Ukrainian Fashion week 2012-2022, European Fencing Championships, European and Ukrainian Rhythmic Gymnastics World Championships 2002-2021, various conferences for Sanofi, Bayer, Danone, MHP, BMW, “Novoe Vremya”- magazine, Embassies of Poland, France, Switzerland, governmental events, exhibitions and educational events in the Art Arsenal, Book Arsenal 2011-2021, private events and much more.

### **Key Skills:**

excellent communication skills

attentiveness, discipline, accuracy and attention to detail

excellent teamwork skills

excellent skills in working with large objects of information and diverse tasks in the process of project implementation

Ability to work with a computer; Power Point, Word and Excel, Adobe Acrobat, Paint, Adobe Photoshop

analytical mind

## **Employment History:**

### **Project Manager**

**December 2008 - February 2022 (15 years)**

ZINTECO LTD (technical support of stage constructions, light, sound), **zinteco.com**

1. Organization, control and coordination of all stages of the project process (conferences, museum exhibitions, exhibitions of contemporary art, photographs, concerts at indoor stadiums, sports events (Ukrainian, European, world championships in fencing, weightlifting, rhythmic gymnastics, freestyle wrestling), corporate events, private events)

2. Preparation and project implementation process:

- coordination of the work of the technical group;
  - drawing up a work schedule, coordinating all processes (coordination of technical drawings and equipment location with other process contractors,
  - preparation and coordination of budgets;
  - transportation logistics;
  - preparation of the production budget regarding the rental of equipment and personnel;
  - Budgeting: development, coordination and control of the project budget;
  - Reporting: control of document flow, payment for project services;
  - Preparation of documents, letters for third-party organizations (coordination of check-in and check-out of equipment, work schedule, the possibility of suspension and location of equipment in the premises, etc.);
  - preliminary negotiations in the middle of the company and with other contractors;
  - participation in all stages of the project: coordination of technical drawings, equipment layouts with the customer and other contractors, coordination of the scenario, scenery, etc.;
  - solution of general organizational issues: formation of a technical group, statement of technical specifications for units, control, analysis, planning
3. Preparation of budgets: coordination with the technical divisions of the company of the types and terms of work, additional purchases to complete the task.
4. Preparation and approval of contracts, other necessary documents with the customer, the legal and accounting department of the company, other contractors of the project.

5. Work on customs clearance of equipment (coordination of invoices, preparation of contracts, translations of invoices and other necessary documents for customs clearance of equipment from partners). Registration of ATA Carnet. Organization of delivery of goods from the seller to the company Organization of goods delivery from the seller to the company.

## **Office Manager**

**September 2003-December 2008**

ZINTECO LTD (technical support of stage constructions, light, sound), **zinteco.com**

1. Preparation of budgets: coordination with the technical divisions of the company of the types and terms of work.
2. Preparation and approval of contracts, other necessary documents with the customer, the legal and accounting department of the company, other contractors of the project.
3. Work on customs clearance of equipment (coordination of invoices, preparation of contracts, translations of invoices and other necessary documents for customs clearance of equipment from partners). Registration of ATA Carnet. Organization of delivery of goods from the seller to the company.
4. Office security.
5. Fulfillment of management tasks.

Decree permit 07.2002- 09.2003

## **Assistant Secretary**

**September 1999 - April 2002**

ZINTECO LTD (technical support of stage constructions, light, sound), **zinteco.com**

1. Preparation of budgets: coordination with the technical divisions of the company of the types and terms of work.
2. Preparation and approval of contracts, other necessary documents with the legal and accounting department of the company.
3. Work on customs clearance of equipment (coordination of invoices, preparation of contracts, translations of invoices and other necessary documents for customs clearance of equipment from partners). Registration of ATA Carnet.
4. Office security.

5. Fulfillment of management tasks.

## **Marketer**

Dzintars-Ukraine

**September 1996- November 1998**

Cosmetics and perfumery

1. Promotion of goods in retail chains.
2. Placement of advertising on TV and print media.
3. Coordination and production of advertising products.

## **Education**

Kyiv Polytechnic Institute (Kyiv)

Graduation year 1996

Faculty of Informatics and Computer Engineering

## **Language skills**

English – basic, studying now

Russian - native

Ukrainian - native

## **Interests and Activities:**

Traveling around Europe helped me to develop communication skills through meeting a variety of contrasting people.

hiking, cycling, skiing

I like to read different kinds of books

**Contact to keep in touch with previous employer:** Zinteco LLC, sale director  
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