Iana (Yana) Bushieva

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An accomplished experienced senior administrator, with 15 years’ service working for a well reputed crew member agency. I have experience of recruiting and onboarding of new employees and all the administrational compliance required from Visas, employment contracts, medicals, reference checking, and procedural training. I am extremely organised, and pride myself on attention to detail. I am a people person but work well independently. After recent relocation I am know looking to join an organisation where I can add value.

Work Experience

***Bark Marine Agency – 2006 – February 2022 – HR compliance and administration executive***

As one of the longest standing members of the team I have enjoyed a successful career within this shipping crew member recruitment agency. I was responsible for all recruitment processing and onboarding of new members. This involves extensive administration duties to ensure all compliance requirements are met. The roles require excellent communication skills with all stakeholders, exacting attention to detail and the ability to work under pressure. Some of my roles and responsibilities included;

* Recruitment
* Reference checking
* Maintaining personal records using a company database
* Completion of Employment Contracts
* Application and checking of Visa Status
* Ensuring attendance of Health and Safety and procedural training

As one of the most senior members of the team I was also the voice of wisdom for more junior members assisting and helping with any internal issues, although this was not part of my official job role, I enjoyed getting stuck in.

***2004 – 2005 Freelance Document translation***

I spent this year after my studies working in a freelance capacity in various organisation translating documents.

***Education***

1998 -2004 Pryazovskyi State Technical University - Master’s Degree in Linguistics and translation(English, Ukrainian, Russian)

***Skills***

Proficient in Most Microsoft Applications including Word, Excel, PowerPoint, and Access. Knowledge and use of Bespoke company database.