



ANASTASIIA LUKASHEVYCH

**PROJECT MANAGER, COORDINATOR,
ADMINISTRATIVE OFFICER**

**Looking for job opportunities in Germany, Bavaria
(Munich, Starnberg Kreis, Weilheim Kreis)**

PROFILE

Experienced project manager and administrative officer with strong analytical, organizational and problem-solving skills. Good team-player, with experience of work in both non-governmental/non-profit sector and private companies

Date of birth: May 16, 1982

Nationality: Ukrainian

Work permit in Germany

CONTACT

+4915172866214
Am Postgarten 5
Bernried 82347

EMAIL:

anastasiya.lukashevych@gmail.com

LANGUAGES

English – fluent

Ukrainian, Russian – native

Bulgarian, Italian – intermediate

German – beginner

PERSONAL STRENGTHS

An objective thinker who prioritizes accuracy and results

Self-motivated and adaptable

Loyal and people oriented

Attention to small details and a systematic approach to solving problems

HOBBIES

Painting

Baking sourdough bread

Reading

EDUCATION

Kyiv State Taras Shevchenko National University: Institute of International Relations

1999 - 2004

Bachelor and Specialist degree with honors: International Lawyer and Interpreter/Translator (English language)

School #57 (Kyiv)

1989 – 1999 - graduated with honor

RECENT PROFESSIONAL EXPERIENCE – references available

EFCOM PR-Agency (Kyiv) - Project Manager/ Administrative officer

2018–2022

Managed CSR and PR projects for national and international companies (Unilever) including strategy, planning, scheduling, budgeting, reporting and coordination with stakeholders and partners
Organized more than 10 online and offline events including press-tours, forums with more than 300 participants

Created over 200 pages of information materials (printed, digital)

Projects: Every U does Good (Unilever Ukraine)

StratcomUA NGO (Kyiv) – Project Manager/ Communication Officer

2015–2018

Conceptualized policy documents, developed advocacy initiatives
Organized and provided logistics for 8 offline events (trainings, official receptions, sports competitions), coordinated PR-campaigns, web-site development, video production. Analyzed the projects' efficiency.
Prepared reports, collected statistic data, drafted newsletters

Projects: Invictus Games Team Ukraine, Ministry of Defense of Ukraine
Reforms Office, Media Trainings for military press officers

AGAMA Communications Group (Kyiv) – Project Administrator

2014–2015

Facilitated communication projects for national and international clients (Amway, Kyivstar Mobile)

Provided administrative support to 3 major events including World Communication Forum Davos in Kyiv

Contracted and monitored external service providers

Patients of Ukraine NGO (Kyiv) – Program Manager

2012–2014

Contributed to 3 local and national campaigns focused on access to treatment for people living with HIV/AIDS, Hep B, TB and other diseases
Coordinated with national, local and foreign partners (state agencies, NGOs) in regard with advocacy campaigns

Drafted project documentation for fundraising and policy changes