



Alina Lavruk

Date of birth: 30/07/2000 | **Nationality:** Ukrainian | **Gender:** Female |
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Kharkiv, Ukraine

WORK EXPERIENCE

07/02/2022 – 16/05/2022 – Kharkiv, Ukraine

JUNIOR BUSINESS CLIENT ADVISOR – PROCREDIT BANK UKRAINE

- Manages and develops current client portfolios;
- Prepares strategies and proposals for efficient acquisition and long-term partnership with new clients;
- Proactively searches for and realizes the opportunities for new business and portfolio development;
- Consults and negotiates specific conditions in deals with clients related to providing appropriate financing and banking services;
- Prepares analyses of client applications for financing.

22/06/2021 – 04/02/2022 – Ukraine

JUNIOR BANKING OFFICER – PROCREDIT BANK UKRAINE

Onboarding Programme.

Online program - study with colleagues from 11 countries (in English):

- Introduction Week and Ethics Course;
- Banking;
- Critical Thinking and Effective Arguments;
- Time Value of Money;
- Identity and Responsibility;
- Environment;
- Accounting;
- Society and Development;
- Financial Analysis;
- Practice Period;
- Final project.

10/03/2021 – 30/04/2021 – Kyiv, Ukraine

INTERNSHIP IN THE MINISTRY OF FOREIGN AFFAIRS OF UKRAINE – MINISTRY OF FOREIGN AFFAIRS OF UKRAINE

- to assist in the archiving;
- to add content to a webpages;
- to monitor website availability of information.

15/09/2020 – 31/12/2020 – Kharkiv, Ukraine

OFFICE ADMINISTRATOR – MEGA LANGUAGE CLUB

- Manage phone calls and correspondence (e-mail, letters, packages etc.);
- Provide primary information to a potential client about the school and its programs;
- Work with inquiries from parents, resolve their issues in own area of responsibility;
- Create and update records and databases with personnel, financial and other data;
- Submit timely reports and prepare presentations/proposals as assigned;

- Purchasing office supplies, equipment, and furniture;
- Create content for social media.

● EDUCATION AND TRAINING

01/09/2017 – 09/06/2021 – Kharkiv, Ukraine

INTERNATIONAL ECONOMICS- BACHELORS DEGREE – National Technical University "Kharkiv Polytechnic Institute"

International Economic Relations; International Investment Activity; International Economic Activity of Ukraine; International Trade; Economy of Foreign Countries; Financial Systems of Foreign Countries; International Marketing; International Finance; Foreign Language; Business Foreign Language for Professional Purposes; Second Foreign Language; Transnationalization of the Economy and Economic Policy of the State; Information Systems and Technologies in International Economic Relations; European Integration; International Organizations; International Economic Analysis; International Trade Negotiations; Globalization.

Thesis: Digitalization of the world economy

99

10/02/2020 – 31/05/2020 – Miskolc, Hungary

ERASMUS+, INTERNATIONAL STUDENT – University of Miskolc

- Applied Geographical Information Systems;
- Corporate Finance;
- Economic Policy;
- International Business Management;
- Marketing;
- Project Management;
- Advanced English.

01/09/2021 – 31/12/2022 – Kharkiv, Ukraine

MANAGEMENT OF ORGANIZATIONS- MASTER'S DEGREE – National Technical University "Kharkiv Polytechnic Institute"

- Evaluate the role of management practice in organizations and the managerial processes to effectively implement an organizational communication plan
- Analyze common behavioral factors that are present in organizations
- Analyze the factors that shape the legal environment of an organization
- Develop processes and policies to manage human capital in organizations
- Evaluate the importance of ethics and corporate social responsibility
- Develop a framework of analysis for strategic planning

● LANGUAGE SKILLS

Mother tongue(s): **UKRAINIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B1
RUSSIAN	C2	C2	C2	C2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

My Digital Skills

Microsoft office (Outlook, Word, Excel, PowerPoint, Publisher, Access, Teams) | Zoom | Skype | Canva Editor | CRM | CW.NET | Google (Docs, Drive, Meets) | Piktochart | Infogram

● PERSONAL SKILLS

Personal skills

- Extremely organized;
- Goal-oriented;
- Strong verbal communication;
- Strong interpersonal skills;
- Team leadership;
- Time management;
- Productivity.