

## **Yuliia Boiko**

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### **EDUCATION**

NOVEMBER 2011 Master of Intellectual Property PRYAZOVSKYI STATE TECHNICAL UNIVERSITY, MARIUPOL, UKRAINE

JUNE 2009 Bachelor of Science in Metallurgical Engineering PRYAZOVSKYI STATE TECHNICAL UNIVERSITY, MARIUPOL, UKRAINE

### **SELECTED PROFESSIONAL ENGAGEMENTS**

#### ***AUGUST 2022 - OCTOBER 2022 International consultant, Freedom ID, Czech Republic***

- Developed - Project proposal, project notes, budget notes;
- Developed internal documentation for NGO - Code of conduct, Sexual harrasment and abuse, GDPR, MoU;
- Monitoring and evaluation logframe and tools;
- Built donors mapping;
- Built strong mapping (NGO,LNGO,local activists - for 27 countries - most popular for relocating Ukrainian refugees);
- Worked in close collaboration with NGO and Ukrainian governance.

#### ***APRIL 2022 - AUGUST 2022 International consultant, Freedom Box, Czech Republic***

- Built working mechanism of new NGO;
- Implemented project of support Ukrainian in a grassroots;
- Relocated Ukrainians refugees in EU;
- Found partners and donors for organization;
- Procurement, purchasing, delivery processes from Prague to East part of Ukraine by Ukrainians needs (food and hygiene kits);
- Needassesment;
- Financial controlled of processes;
- Built datacollect mechanism: collected, analysed and prepared documentation on the results of activities for donors and reports;
- Built strong working relationships with local and international partners (NGO, LNGO, volunteers, Ukraine governance).

#### ***AUGUST 2020 – DECEMBER 2021 Community engagement officer, Norwegian Refugee Council (NRC), Ukraine***

- Built working relationships with local authorities, HCF, NGO, INGO, local activists.
- Conclusion of MoU and agreements.
- Strengthened and supported the influence of local communities and communities affected by the conflict and the COVID-19 pandemic.
- Engaged in addressing the day-to-day needs of IDPs and host communities.
- Mapping - local authorities, activists, representatives of educational and cultural systems, local and international humanitarian organizations.

- Networking with other actors working in the area, exploring mechanisms for referral to specialists, organising and conducting working meetings.
- Ensured proper information, informing the community about the planned activities, criteria, and selection of beneficiaries, processes, etc...

As part of the WASH department:

- Organised and conducted training for the population to familiarise themselves with preventive measures against COVID-19 (more than 14,000 beneficiaries have been familiarised) offline and in remote work conditions.
- Assisted in planning activities and evaluating the results achieved. Taking part in the implementation of projects to improve the provision of the affected population from conflict and pandemic (hygiene kits, installation of sanitary stations).
- Active participated in the development of IEC Materials HP campaign - COVID-19. Conducted an event aimed at familiarising the population (World water day), organised an event (World menstruation day).
- Supported the implementation of the project in a consortium of several NGOs (MoU conclusion, conflict resolution, preparation and conducting activities).
- Trained and involved local authorities and activists to conduct orientation sessions with the local population.
- Collected, analysed and prepared documentation on the results of activities. Close interaction with other departments of the organization to provide the team with everything necessary for work (finance, procurement, M&E).
- Active participated in the development of tools for team work (Excel spreadsheets and Kobo forms).

***SEPTEMBER 2019 – JUNE 2020 Food Security Programme Assistant, Norwegian Refugee Council (NRC), Ukraine***

- Conducted regular assessments and monitored market prices for essential food and hygiene items as part of collaborative process within food and security cluster in Ukraine;
- Assisted in selection of project locations by conducting needs assessments of local population;
- Participated in design and implementation of community outreach plan in 5 project locations.
- Plan consisted of face-to-face meetings with Village Council representatives to present project activities and get local buy-in and development and distribution of leaflets and handouts in order to familiarise local population with the work of the organization in their location, eligibility to participate in project as well as instructions for submitting applications;
- Screened received applications and interviewed individuals in order to support process of identification of project beneficiaries between AgInput and Cash for Food projects;
- Assisted the process of preparation and signing of agreements with selected beneficiaries;
- Maintained database of beneficiaries by regular entry of collected information; Supported project team in Kurakhove to develop realistic work plans and execute them flawlessly;
- Navigated difficult dynamic on the ground and resolved tensions due to gaps in communication between local leadership structures and project staff;

- Operated hotline as part of NRCs feedback mechanism for 6 locations by documenting feedback from communities, processing/analysing the information received and referring to relevant departments within the organization;
- Worked closely with local NGO partner (Proliska) to ensure that project activities are implemented in timely and efficient manner in situations where NRC had limited access to project locations;
- Supported M&E department to collect information from project beneficiaries to assess the impact of AgInput and Cash for Food projects;

***NOVEMBER 2018 – JANUARY 2019 LOGISTIC OFFICER, Swiss Foundation for Mine Action (FSD), Ukraine***

- Procurement of equipment and services, including preparation and execution of tenders in accordance with the company standards and specifications.
- Responded for purchase management, in particular the follow up of purchases, market assessments, contracts and supplier evaluations and communication with local suppliers for the status of purchase orders, claims and complaints, primary accounting, administrative support.
- Ensured the clearing and the transport of goods of the mission and provided info on timelines regarding administrative procedures.
- Ensured that the primary record is kept safely.
- Provided training for national staff members engaged in various projects.
- Office maintenance, warehousing, and stock management.
- Management of vehicles, and communication systems.

***AUGUST 2017 - APRIL 2018 DEMINER, Danish Demining Group (DDG), Ukraine***

- Carried out of daily demining activities as detailed in SOPs;
- Preparation and setup of equipment for the survey area;
- Preparation and arrangement of the terrain to start the work of deminers team;
- Assistance in exploring further demining areas with using assessment tools.

***FEBRUARY 2017 – JULY 2017 CUSTOMER SERVICE CASHIER, Nova Poshta, Ukraine***

- Registered commodity-transport invoices, data entry in the central system;
- Worked with a large database to ensure comprehensive documentation of clients and follow through with financial regulations and requirements.

***MAY 2016 – OCTOBER 2016 SALES REPRESENTATIVE, Madicom, Ukraine***

- Executed company's plan of sales and expansion of client database;
- Responsible for expansion of assortment in trade points;
- Monitored the dynamics of sales and payments;
- Documented orders for trade points and regular visits to the field to ensure compliance with the company's regulations.

***AUGUST 2015 - DECEMBER 2015 SPECIALIST IN ACCEPTANCE AND ACCOUNTING OF GOODS, Fozzy-Food, Ukraine***

- Responsible for reception of commodities and quality control of goods.
- Entered of data into the extensive database by using appropriate software and regular update of information;

- Controls quality, costs and the physical state of orders and determines the quantities of products.
- Developed the daily work plans for staff and supervision of their work.

**NOVEMBER 2010 – MAY 2011 SECRETARY TO DIRECTORATE GENERAL, Donpromexport, Ukraine**

- Prepared draft contracts, documents, and letters, filling out forms.
- Research, analysis, and storage of information necessary for program/project activities, maintenance of databases.
- Organised internal and external document circulation, registration of incoming and outgoing documents.
- Identified and purchased services in accordance with the needs of the organisation;
- Control of the working capacity of office equipment and managing troubleshooting.

**SKILLS**

- ❖ Data collection tools: Kobo Toolbox - Statistical Package for the Social Sciences (SPSS)
- ❖ Dropbox - Microsoft Office (Word, Excel, Access, Publisher, PowerPoint)
- ❖ Power BI
- ❖ 1C
- ❖ QGIS
- ❖ Presentation and reporting skills

**LANGUAGES**

Russian - native speaker Ukrainian - native speaker English -intermediate upper

**SELECTED TRAININGS and CERTIFICATES:**

- Introduction to Water, Sanitation and Hygiene (WASH) by: UNICEF September 2018
- Technical Project Management (TPM) in WASH Emergencies by: OXFAM April 2020
- 2019 Monitoring and Evaluation Practices by: International Rescue Committee Data
- Protection - an introduction by: Humanitarian Leadership Academy September 2019
- GBV Core Concepts and Safe Referrals by: International Medical Corps December 2018/2020/2021
- Coping with the Stress of Coronavirus by: Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) April 2020
- Lessons Learned from Around the World in Dealing with COVID-19 by: Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) April 2020
- Ethical and Psychosocial Issues in Management of COVID-19 by: Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) April 2020
- Managing Vulnerable Populations and COVID-19 19 by: Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME®) April 2020
- Information Security Awareness – Foundational by UNDSS March 2018
- Information Security Awareness – Advanced and additional by: UNDSS January 2020
- BSAF by UNDSS April 2019
- Prevention of Sexual Exploitation and Abuse by UNHCR September 2019
- Prevention corruption in humanitarian aid by Transparency International September 2019

- Landmines and Explosive Remnants of War Safety Training by United Nations September 2019
- How to be a Sphere Champion by Sphere - Humanitarian Charter and Minimum Standards in Humanitarian Response September 2019
- Communication, Feedback and Performance Management in NRC September 2019
- Personal Development Skills by Accenture January 2020
- Conflict resolution by Learning Pool January 2020
- Stress management for everyone by LINGOS January 202