






Olena Osavoliuk



Personal details

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Languages

- English 
- Ukrainian 
- Dutch 
- Spanish 

Qualities

-  Organization
-  Project management
-  Product Development
-  Marketing Strategy
-  Social Media Marketing/SEO
-  Branding

Profile

A project manager and professional event organizer with a helicopter view and 8 years of international experience. Planning, monitoring and managing people is what I'm good at in my job. An eye for detail and ready for solving challenges with a huge amount of enthusiasm.

Employment

Instructor

2022 - 2023

University of Applied Sciences Utrecht (Hogeschool Utrecht), The Netherlands

Open Days team member:

- New concept development
- Set-up of event
- Welcoming students & parents

Graduation Team member:

- Graduation ceremony support
- Graduation challenges
- Developed website for 4th year Kick-off, invitations, social content etc.
- Managed events for the team

Assisted the Head of Global Partnerships with:

- Content plan & creation social channels
- Creativity Awards, Graduation Kick Offs, Client week
- Researched relevant conferences worldwide

CEO, Founder

2017 - 2022

Event Stage

- Manage and build up a company from scratch
- Plan, deliver and manage business events;
- Ensure events are promoted and tickets are distributed;
- Manage events logistics (venues, speakers, partners, marketing activities, service providers, catering);
- Monitor budgets, including expense control;
- Assess business events with the team and develop a strategy to improve future results;
- Managing a project team. They appreciated my punctuality and my ability to keep an effective overview under great time pressure.

Project manager

2017 - 2017

Meeting Point Group

- Plan and deliver business events;
- Responsible for operational efficiency & effectiveness of the teams;
- Monitor budgets including expense control;
- Manage events logistics (venues, speakers, marketing activities, service providers, catering);
- Managing a project team.

Journalist/project manager

2015 - 2017

My trade group

- Discovery of retail news topics for web content;

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

Hobbies

- Travelling and sports
- Painting and solving puzzles

- Translation and collection of news topics from trusted sources;
- Preparing & conducting interviews with Ukrainian and European top managers;
- Work with content on social networks (Facebook and LinkedIn);
- Search for foreign presenters at international business conferences in Ukraine (e.g. top managers from Tesco Hungary, Lidl Uk, Maxima Lithuania, Jysk Poland, Oriflame Poland).

Education

Master of philosophy

Taras Shevchenko National University of Kyiv, Ukraine

Bachelor of Philosophy

National University of «Kyiv-Mohyla Academy», Ukraine