



Nadin Cabay

Results-focused professional with over 15 years of experience in communication, sales, client service, and project management. Skilled in building strong client relationships, solving problems, and working efficiently in fast-paced environments.

Phone

+38 (093) 066-88-07

Email

Nadintcabay@gmail.com

Location

Bulgaria

LinkedIn

Telegram

@Nadin_Tcb

Education

Specialist degree in
automation engineering,
(2002 - 2008) in the ZSEA

Languages

- Ukrainian: C2
- English: B2-C1 (improving)
- French: A1

Soft Skills

- Communication
- Negotiation
- Collaboration
- Relationship building
- Adaptability
- Problem solving
- Responsibility
- Multitasking
- Time planning
- Team player
- Strategic thinking
- Event management

Hard Skills

- Jira
- Notion
- Slack
- Figma
- Canva
- Chat GPT, AI tools
- CRM (Kommo, Bitrix24)
- Digital marketing

Experience:

Sales / Communications department expert (remote, part time, full time)

2024-August 2025

"IBA-Consortium", business growth projects: events, education, clubs. Worldwide

- engaging B2B/B2C clients and partners, providing full service excellence
- creating luxury marketing content, tailoring and refining messages
- running email and messenger campaigns, tracking results, adjusting strategies
- optimizing workflows, managing resources, coordinating deadlines
- conducting calls and Zoom presentations, leading negotiations, closing deals
- handling onboarding, documentaries and reports, CRM management

Executive manager / Client and Sales manager (remote, part time)

2023 -2025

"Three Sevens Inc", construction company. Miami, USA

- managing Executive and Sales Manager tasks, ensuring smooth operations, communication, team management, project management
- supporting leaders with research, recruitment, data handling, documentaries
- coordinating projects, administrating, quality controlling, deadlines
- developing and executing sales/marketing plans, full client service, CRM
- conducting research, maintaining local/international partnerships negotiations
- problem solving, multitasking, handling high responsibility tasks

Sales manager (remote, part time, project work)

2024

"Metal Expert", media company. Worldwide

- full service managing English-speaking clients in Europe and the Middle East
- conducting internet research, outreach via websites and LinkedIn, qualifying prospects, tracking leads
- executing cold calls, follow ups, emailing, B2B sales
- scheduling calls, maintaining relationships
- handling data entry, managing emails, coordinating communication

Sales manager, Client manager (remote)

2022 -2023

"Dev.Media", news & services provider for tech communities.
Worldwide

- leads generating, clients and partners managing and support
- running negotiations, identifying client needs, creating winning offers
- developing affiliate marketing strategies for B2B e-commerce segment
- conducting internet research, comparative analysis, tracking market trends
- coordinating client and team communication

Courses

MGEL – English courses
2017, 2018

Hobbies

- Book reading
- Self developing
- Travelling

Reference

Andrey Letov
General Manager
Affiliate marketing
department
Dev.Media
[Recommendation letter](#)

Customer success manager (remote, part time) “Agency Velocity”, coaching & consulting organization	2022 – 2023
<ul style="list-style-type: none">- providing high-level support to global English-speaking clients- creating database of workflow processes- conducting client support excellence (identifying needs, satisfaction, maintaining friendly community atmosphere)- managing processes, multitasking, problem-solving	
Team lead, Sales manager (Ukraine) “Meddiv”, exclusive medical products for clinics	2021–2022
<ul style="list-style-type: none">- managing business processes: recruitment, logistics, documentation- developing sales strategies including lead generation, target setting, forecasting for B2B and B2C clients and partners- conducting market research, data gathering and analyzing- leading outreach, negotiations, contract handling, identifying client needs.- managing reports, bookkeeping, closing deals- recruiting, staff coaching, supervising customer support team	
Team lead, Department manager (Ukraine) “Happy Inn”, “Black Sea Bugaz 4*”, hotels & resorts:	2017–2021
<ul style="list-style-type: none">- developing work plans, setting priorities, ensuring tasks, meeting deadlines- coordinating workflows, delegating tasks, managing communications- managing budgets and resources, tracking expenses- preparing reports, analyzing results, improving efficiency- ensuring safe work conditions, resolving issues, proactivity, multitasking- recruiting and training staff, building a motivated, goal-driven team	
Administrator, Agency representative (on-site project work) (Middle East countries) “Comme il Faut”, top word artists entertainment agency	2017–2021
<ul style="list-style-type: none">- full project administration and coordination from start to finish- managing services while adhering to professional standards- business negotiations, customer success management, event planning- prompt resolution of complex issues, ensuring client satisfaction- verification and quality control of contractors- teamwork, multitasking, business trips	
Sales manager, Coordinator, Marketing agent (Ukraine) Event & entertainment agencies (“Glamour agency”, “Prime Star agency”, etc)	2008–2017
<ul style="list-style-type: none">- creating bespoke events meeting high standards and client expectations- building networks and managing performance, ensuring effective teamwork- delivering full-cycle client support, maintaining strong satisfaction- managing projects and contractors, meeting strict deadlines- preparing accurate budgets and estimates, negotiating successful B2C deals- producing content for ads, websites, presentations; analyzing data and growing database.	