

# Administration



Polina Timofeeva	
Бажана країна або місто:	Чехія
Заробітна плата:	Від 1000 EUR
Напрям діяльності	Секретаріат, діловодство, агв
Графік роботи	Повна зайнятість
Готовий до переїзду	Так

Опис резюмеAdministration and project management

## Досвід роботи

01.11.2019 – 01.02.2018	<p>Baseley &amp; Partners</p> <p>Corporate administrator</p> <p>Administration of daily corporate processes and communications. Reviewed contractual agreements. Due diligence research .</p>
01.02.2018 – 01.12.2017	<p>Mustard</p> <p>Social media manager</p> <p>Created content plans and maintained communication strategy for international brands (Doosan, Bobcat) to expand their social media presence on EMEA market. Monitored and reported content performance. Conducted monthly market &amp; technology research on marketing trends to recommend and implement actions communication strategy.</p>
01.06.2008 – 01.06.2011	<p>Regional Department of Government Procurement</p> <p>Legal officer</p> <p>Developed regional contract templates, agreements and guidelines on procurement regulation. Provided legal advices on compliance resolutions such as contract awarding and rejection issues. Represented the Department where it was required (meetings, conferences, courts).</p>
01.02.2019 – 01.07.2018	<p>Tyumen Ferroalloy Plant, Limited Liability Company</p> <p>Assistant project manager</p> <p>Performed research and market analysis of various commodities, SME landscapes, technologies. Assisted in the coordination of project activities aimed to promote products abroad. Managed database of potential clients, partners and investors.</p>