

Administration



Polina Timofeeva

Preferowany kraj lub miasto:	Czechia
Wynagrodzenie:	Od 1000 EUR
Kierunek działalności	Sekretariat, prowadzenie biura
Rodzaj zatrudnienia	Pełny etat
offer.cv.ready-to-relocate.label	common.yes.label

Opis treści CV

Administration and project management

Doświadczenie

01.11.2019 – 01.02.2018

Baseley & Partners
Corporate administrator
Administration of daily corporate processes and communications. Reviewed contractual agreements. Due diligence research .

01.02.2018 – 01.12.2017

Mustard
Social media manager
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 & technology research on marketing trends to recommend and implement actions communication strategy.

01.06.2008 – 01.06.2011

Regional Department of Government Procurement
Legal officer
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).

01.02.2019 – 01.07.2018

Tyumen Ferroalloy Plant, Limited Liability Company
Assistant project manager
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.