

INNA TURCHYK

P R O J E C T M A N A G E R

+38 050 453 53 18
inna.turchyk@gmail.com



PERSONAL SUMMARY

I am a self-driven project manager with experience in international educational programs and L&D for business. My goal is to work in educational projects, where I can grow professionally, build an effective team and make changes in our society. I am a strong communicator and my superpower is love for people.

SKILLS

- Full-cycle project management
- Logistics
- Written and consecutive translation from English
- Strong writing skills - official documents, program materials, reports
- Effective communication with stakeholders
- Mentoring
- Public speaking
- PR and social media communications

EDUCATION

Taras Shevchenko National University of Kyiv

Master's degree in International Law and Translation | Graduated June 2018

Bazilik school

SMM intensive | 2019

Courses/trainings

Organizational Learning and development, Intercultural awareness in business | Hofstede Institute | 2019

Business Fundamentals: Project management The Open University.

Modern Project Management - Prometheus

VOLUNTEERING

- TEDx Irpin 2020 - PR and communications, design

- Dobrodii Club - mentoring and events for children in orphan home "Cheburashka"

- Life-lovers - weekly volunteering at lunches for elderly people, event-management

WORK SUMMARY

Junior HR Specialist

Ubisoft Ukraine | June 2019 - December 2019

- Created an onboarding plan for integrating new employees and realized it for 3 months
- Planned and delivered 2 events for managers - "Assessment and development center" for 17 people - to support their growth and career development in a short time - 2 months
- Managed 2 workshops - "Intercultural Awareness in Business" - with an international trainer with ongoing support for the participants
- Consulted and organized logistics for employees regarding international conferences and trainings
- Updated the workbook for managers with structured information for effective team management

Program Coordinator

American Councils for international education - FLEX Program
June 2015 - January 2019

- Recruited and selected students for exchange Program - in 20 regions among 3000 students - testing, essays reading and interview
- Communicated with local authorities, NGO and volunteers to manage the testing
- Created and realized logistics plan for more than 325 students at once with volunteers and contractors
- Created video-project for promoting FLEX Program for students with disabilities in Ukraine, managed the testing in inclusive school #168
- Created and led the workshops for teenagers at the preparation camp
- Coordinated the logistics team for US visa, inbound and outbound travel for groups of 60 students daily
- Provided ongoing support of parents in Ukraine, main contact for Washington DC office
- Mentored 6 new temporary employees throughout the year

Administrative Assistant

British Council | Sep 2015 - March 2016

- Meeting the students and answering the requests
- Registration process for IELTS
- Support of English-courses groups - students and teachers
- information and communication support at the educational events