



OKSANA OGIIENKO
Admin/ Communications / Account Executive

CONTACT



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08979526/

A professional executive with 15+ years of international experience in admin, events, communication and management for CISSEE, Central Europe, Central Asia, Middle East and Africa. Long success story of work with CEO, Chairman and Senior Vice President level executives on company’s vision and strategy, employee engagement and stakeholder relationship to shape corporate culture and set right tone for the business in a fast-changing environment. Driver and decisive admin and communication professional with exceptional interpersonal, engagement and written communication and presentation skills, experienced in providing communication counsel and coaching to senior leaders across multiple functions as well as producing speeches and press materials with attention to detail. Very professional in scheduling and executing company events and initiatives, talented employee engagement and relationship manager, focused on corporate reputation and work ethics, company’s sustainability principles and passionate to attain the unachievable. Effective collaborator through the use of personal influence and inspiration and a “hands-on” team player who builds strong relationships internally and externally.

EDUCATION

Event Management School
PR and Storytelling School

European Business Association
2017 – 2018

Leadership training

Berkeley University of California
September 2017

Contract Management in Int. Business
Siemens Learning Campus Frankfurt
2008

Business Processes Administration
Siemens Learning Campus Berlin
2007

Business Administration & Economics
Siemens Learning Campus Munich
2006

International Economics
Kyiv National Aviation University
2006 - 2008

German & English Language studies
National Taras Shevchenko
University of Kyiv, 1997 – 2002

CORE SKILLS & COMPETENCIES

Leadership & Management
Stellar Communicator & Negotiator
Project/ Contract/ Account Management
Keen Attention to Detail
Organization Awareness
Team Orientation

PROFESSIONAL EXPERIENCE

Admin, Corporate Relations & Events Executive for CISSEE
VISA – CENTRAL EUROPE, MIDDLE EAST AND AFRICA REGION
2015 – Dec 2019

In this role, I was accountable for admin & project management for Senior Vice-President, Regional Country Managers and Business Development in CIS and South-Eastern Europe as well as for Leadership Team in CEMEA region in all business aspects. My role oversaw: 1) Establishing and managing business meetings and scheduling major initiatives and events; 2) Guidance and counsel to senior leaders on the importance of strategic communications and employee experience by managing external and internal communications across the region. *External Communications projects were:* Cashless Forums and Fin Lit campaigns in Serbia and Ukraine, International Mayors Summit and in Ukraine, FIFA Cashless Challenge in Russia, 25th client forum in Kazakhstan, regional client forums and media breakfasts in CISSEE to drive business forward and highly engage with the stakeholders. *Key initiatives on Internal Communications:* launch of the Sustainable Green Office campaign in Ukraine in collaboration with WWF, regional All-Staff and Offsite meetings, Town Halls and CEO country visits to enhance employee experience, culture and impact as well as communicate a clear strategy. I also managed internal leadership visibility program, identifying opportunities for leadership exposure and involvement.

Project and Admin Executive
MRIYA GROUP OF CO. – EU REGION
2012 – 2015

In the role, I was responsible for providing high-level admin and project management to Chairman and Members of the Board as well as international independent directors abroad, managing complex ad-hoc

LANGUAGES

Ukrainian, Russian – native
English, German – fluent
French – elementary,

COMPUTER

Microsoft OS, Apple iOS, Visio, Adobe
Creative Suite, Exact Globe, Linked-in

INTERESTS

Yoga & Self-development
Foreign languages and cultures

business and private events. I organized regular Board meetings across Europe and Ukraine, numerous international business visits, large-scale client events, sponsorship projects across the country, corporate all-staff and offsite meetings and private visits. The projects were mostly related to R&D business aspect, when I secured involvement of international experts and partners, engaged with the media and prepared specific reports and presentations. I was also involved in budgeting, people management and recruiting process coordination.

Admin and Digital Marketing Executive**BAIN & COMPANY – CIS REGION**

2009 - 2012

Same project and admin management for Senior Partners as mentioned above. My role entailed high-level client correspondence and communication both on internal and external fronts, preparing drafts of client proposals and presentations, organizing and executing client visits and meetings with the media. I showed great results by leading employee engagement events across Europe and Russia. In the role of digital marketing administrator, I managed clients' digital mailings and contact data for local and global offices, provided specific trainings. I established marketing and PR related reports, coordinated media engagement for Senior Management to secure successful presence on the market and high client engagement. Successfully transformed traditional employee communication tactics with shifting media tools (digital, social and mobile).

Business Administration & Commercial Manager**SIEMENS UKRAINE – EU REGION**

2008 – 2009

In this role, I was accountable for Energy Sector projects controlling and reporting, international contracts management, price competitive analysis and logistics process Europe-Ukraine.

Executive Administrator**SIEMENS UKRAINE/ NOKIA SIEMENS NETWORKS – EECA REGION**

2006 - 2008

My role oversaw project and schedule management for CEO and CFO of Eastern Europe and Central Asia, while keeping under control financial specifics like controlling, planning and long-range forecasting. I organized meetings, workshops and conferences for EECA team, prepared specific ad-hoc materials, organized regional corporate events. I was also responsible for Internal Control System and SOX-compliance, Company's circulars and guidelines, agendas and presentations for regular EECA Management Committee meetings. I ensured high employee engagement onsite and established successful cooperation with the HQs.

Executive Assistant to Director General and Head of Rep. Office**BAYER UKRAINE/ AVENTIS CROPSCIENCE – EU REGION**

2000 – 2004

In this capacity, I coordinated projects and schedules for Director General and Head of Rep. Office, prepared and administered management committee meetings. I produced speeches, presentations and official letters to government authorities and parliament, managed and secured high employee engagement. I showed my strength in organizing corporate All-Staff and Offsite meetings across Europe, external events and conferences in Germany, demonstrated strong interpersonal skills, crisis management in company's M&A periods. I also secured management active engagement with Embassies, HQs in Europe and State Authorities in Ukraine. I organized international visits for Management Committee members and company's key stakeholders with complex travel agendas included.