



Contact

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Address

421 George st, South Amboy,
NJ 08879

Education

2002-2007

Master of Finance

Kyiv National University of
Trade and Economics

Skills

- Interpersonal
- Communication
- High empathy
- Quick learner
- Results-driven
- Time Management
- Microsoft office
- Problem Solving
- Administrative Skills

Language

English - Intermediate

Polish - Intermediate

Ukrainian - Native

Russian - Native

Olga Kushnir

Administrative Assistant

A result-oriented and self-driven person with the ability to manage the front desk daily and perform different administrative and clerical tasks. Talent for streamlining processes with the ability to develop rapport with others quickly. Quick learner and excellent at presentation skills.

Experience

2023

Pennington Holding

Administrative Assistant

I was in an administrative role in the farm business. I was responsible for answering phone calls/emails, scheduling appointments, and managing the intake process. My duty was to keep track of deadlines, set daily priorities, be attentive to detail, accept and fulfill orders, find opportunities to solve problems, assist the General manager in organizing and overseeing the business process, and communicate all relevant information to him regarding clients and the facility.

2017 - 2022

Motorkushnir LCC

Assistant General Manager

I was responsible for the organization of business processes. That meant providing exceptional customer service, managing the daily operations, maintaining three business accounts, motivating team sales, and growth, ordered service supplies and equipment. I was responsible for recruiting, hiring, training, scheduling, and performance reviews. On top of that, I oversaw offline and online advertising.

2010 - 2017

Insurance company "UNIQA", Kyiv

Assistant Head of the department

As an assistant to the Head of the department for organizational matters, I was responsible for client acquisition, sales, negotiations, and contracts for new clients. One of the KPIs was to increase our revenue by 20%. While working here, I also reported and controlled payments coming from clients. The company used CRM software, with which I have working experience.

2007 - 2010

Insurance company "Veksel", Kyiv

Corporate department manager

My responsibilities as a department manager focused on our VIP clients and banks. Opening accounts and making deposits were part of this. In addition, I gained firsthand experience with contract writing, resolving objections, drafting commercial offers, negotiating, and accompanying VIP clients. I also provided weekly sales and financial reports to the corporate chief manager.