



**YEVHENIIA
TYHYPKO**
Purchasing Specialist

CONTACTS

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ADDRESS

*Internatsionalna Street, 33,
Pereiaslav-Khmelnytskyi, 08402,
Ukraine*

EDUCATION

2019

MASTER'S DEGREE

*Kyiv National Linguistic
University, Kyiv*

- Educational program Translation and intercultural communication (the Spanish language and a second foreign language);
- Professional qualification philologist, the Spanish and the English languages translator and interpreter, lecturer.

2018

BACHELOR

*Kyiv National Linguistic
University, Kyiv*

- Study program Translation (English);
- Professional qualification expert in translation (the English language).

2014

**HIGH SCHOOL
DIPLOMA**

General education school of I-III levels no.7 Pereiaslav-Khmelnytskyi City Council of Kyiv oblast, Pereiaslav-Khmelnytskyi

Mayor German language.

LINKS

LINKEDIN

<https://www.linkedin.com/in/vevhenii-a-tyhypko-093bb1225/>

LANGUAGES

• Ukrainian

• Russian

• English

• Spanish

HOBBIES

- *Translating texts*
- *traveling*
- *CrossFit*
- *reading books*

PERSONAL DETAILS

Date of birth:

24.05.1997

Nationality:

Ukrainian

ABOUT ME

A well-organized and outgoing Philology student graduating in December 2019 with good communication and analytical skills, looking to develop a career within an international environment. Fluent Ukrainian speaker experienced in translating of the different types of texts in English, Spanish, Russian.

WORK EXPERIENCE

PURCHASING SPECIALIST

📍 *Kyiv*

Danone

Jan 2020 - Present

- Monitor delivery dates and quantities;
- Invoice issues resolution;
- Processing of orders and monitoring the whole procurement process from incoming purchasing request (PR) to blocked invoice within SAP based on defined rules, content, delivery terms and required document;
- Creation and closing of purchase orders based on defined rules and regulations;
- Maintenance of SAP content (e.g. updates of info records and source lists);
- Processing of responses from suppliers (e.g. comparison of order confirmation with order);
- Escalation solving (e.g. tackling delivery or quantity deviations);
- Clarifying discrepancies in billing and goods receipts caused by suppliers;
- Properly documenting and archiving of data owing to defined requirements;
- Providing helpdesk service for internal customers;
- Carrying out extra job-related tasks assigned by team lead, supervisor or manager.

**CUSTOMER SERVICE MANAGER IN
CALL CENTER**

📍 *Kyiv*

SIXT Ukraine

May 2017 - Jan 2020

- Online support of the client regarding provided services;
- Online support of the clients;
- receiving incoming calls;
- service hot-line dealing with complaints and requests;
- making reservations all over the world;
- providing customers with information about the company: services, promotions, tariffs, etc.;
- maintaining telephone sales and customer base.

WAITRESS

📍 *Kyiv*

Paris Dakar

Apr 2016 - May 2017

- From the moment of meeting, during the entire service and until the moment when the guests leave the restaurant,
- respectful and friendly communication with them, assistance in choosing dishes, a cozy place, a quick solution to any dispute;
- accepting orders from visitors/guests;
- receiving payment for services from them;
- cleaning the tables after the visitors leave.

EXTRACURRICULAR ACTIVITIES

TRANSLATOR SMARTCATPLATFORM 📍 *Kyiv*

Jan 2017 - Present

- Provided interpretation and transcription services as needed by corporate clients.
- Performed various translation and interpretation duties from Spanish into English and vice versa, Russian into Ukrainian and vice versa, etc, including written texts, localization.
- translated text projects including legal documents, website content, news articles, and corporate reports.