

KYIV, UKRAINE

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MELNYCHENKO ANASTASIA

EXPERIENCE

DataForest, Kyiv – *IT-Recruiter, Copywriter*

AUGUST 2020 – JULY 2021

- office support (improvements of the overall atmosphere, various orderings of food, furniture and services);
- recruiting (sourcing, short interviews, organization of communication, maintaining of documentation, feedbacks);
- copywriting (maintaining of social networks, creation of content (IT, HR and other directions), creation of content plans);
- HR-assistant (development of HR-documentation, help in day-to-day tasks).
- translation of the company's documentation, articles, etc.

HAKA MEDIA, Remote – *Copywriter, Part-time*

SEPTEMBER 2021 – PRESENT

- copywriting, rewriting of IT, Medicine, Business related articles in English;
- creation of posts for Twitter and LinkedIn in English.

A-HR Agency, Remote – *IT-Recruiter*

OCTOBER 2021 – PRESENT

- full-cycle recruitment(sourcing, HR-interviews, feedbacks);
- project management responsibilities, communication with clients;
- creation of content for the company's blog (Russian, Ukrainian, English).

EDUCATION

V. I. Vernadsky Taurida National University, Kyiv, Ukraine – *Philology and Translation(English, German), Bachelor Degree*

SEPTEMBER 2017 – JUNE 2021, KYIV

Graduated with honors.

SKILLS

people-oriented; tech-savvy; team player; stress resistant; creative; proactive.

LANGUAGES

Russian, Ukrainian - *Native*;

English - *Advanced*;

German - *Intermediate*;

Italian - *Beginner*.