


Olha Kuklinova

Lviv, Lviv, Ukraine

 olgakuklinova@gmail.com

 +380957257696

 [linkedin.com/in/olha-kuklinova-90b041211](https://www.linkedin.com/in/olha-kuklinova-90b041211)



Experience



Content Manager

ClickDealer

Jul 2021 - Present (11 months +)

Research industry-related topics (affiliate marketing, crypto, gambling, etc.)

Translating, writing, proofreading copies for landing pages, blogs, and TG channels.



Content Manager

Leeloo.ai

Nov 2020 - Jan 2021 (3 months)

Responsibilities:

- Maintaining a content plan.
- Writing blog posts, press releases, CTAs, etc.
- Proofreading.
- Conducting interviews.
- Collaborating with peers across sales and marketing teams to create compelling content.
- Assigning tasks to a designer.



Content Manager

Фриланс

Feb 2020 - Jul 2020 (6 months)

Responsibilities:

Writing and editing articles for various websites, blogs, and social media.



Press Secretary

Publishers "Prosveshchenye"

Aug 2019 - Dec 2019 (5 months)

Responsibilities:

- Preparing press releases, abstracts for CEOs, strong comments for media.
- Interacting with media.
- Distributing press releases.
- Collaborating with various departments to create compelling content.
- Helping to create PR events and build PR strategy.



Senior Production Editor

Moscow Media

Jul 2018 - Aug 2019 (1 year 2 months)

Responsibilities:

- Managing and reviewing publication material.
- Proofreading, editing, fact checking.
- Assigning tasks to reporters.
- Monitoring media.
- Guiding student writers.



News Reporter

Moscow Media

Jan 2017 - Jul 2018 (1 year 7 months)

Responsibilities:

- Investigating story ideas to create news stories detailing breaking events.
- Reporting on events.
- Posting news on a website.



News Editor

Moscow Media

Nov 2014 - Jan 2017 (2 years 3 months)

Responsibilities:

- Writing news using reporters' info, press releases, and other sources.
- Posting news on a website.



Editor & Proofreader

Graffiti Studio

Jul 2012 - Sep 2014 (2 years 3 months)

Responsibilities:

- Maintaining a content plan.
- Writing articles for a travel blog.
- Assigning tasks to 3rd-party writers.
- Fact checking, editing, proofreading.
- HTML markup, posting articles on a website.



Academic Administrator

Language Link Russia

Sep 2011 - May 2012 (9 months)

Responsibilities:

- Communicating with customers.
- Building and growing a customer base.
- Interacting with native English speaking teachers.
- Providing office with equipment and supplies.



School Teacher

School № 613

Dec 2009 - Jul 2011 (1 year 8 months)

Responsibilities:

- Teaching Russian (including Russian as a foreign language) and literature.

- Planning and implementing lessons to build for reading, writing, listening, and speaking skills.
- Conducting small group and individual lessons.
- Attending professional development workshops.

Education



Moscow State Pedagogical University

Specialist, Russian Language and Literature

Sep 2002 - Jul 2007

Skills

Editing • Press Conferences • Proofreading • News Writing • Public Relations • Teaching •
Составление контент-плана • html-разметка новостей • Перевод англоязычных новостей и текстов на
тему маркетинга • Написание лонгридов