




ILONA KHAVARIVSKA


ABOUT ME

I'm a creative and curious person, with a passion for technology. I'd like to switch my career path and try something completely new, which can open me up to exciting opportunities and help me learn new things.

CONTACT

 **Tel :**
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 Location: Warsaw

SKILLS

Soft skills:

- Creativity
- Desire to learn
- Interpersonal skills
- Dealing with difficult situations

Hard skills:

- Trello - Project Management Tool,
- Ms Office (Microsoft Word, Excel, PowerPoint, Outlook, OneNote),
- Adobe Photoshop, Lightroom, Acrobat.

LANGUAGES

English: B2
Polish: C2
Ukrainian: native
Russian: native
Chinese: A2

WORK EXPERIENCE

- 06.2021 – 07.2022 ○ **HR & Immigration law specialist**
| WAWINVEST Sp. z o.o., Warsaw, Grzybowska 4 street
- Support for the process of legalization of work and foreigner's stay in the territory of Poland
 - Verification and completing the necessary documents.
 - Taking care of the proper circulation and efficient document flow.
- 11.2020 – 04.2021 ○ **Executive Assistant and Interpreter**
| LinguaLab Translation Services, Warsaw
- translation of books, articles, e-books, advertising materials and CV.
- 11.2018 – 11.2020 ○ **Client Relations Manager**
| Hestos Sp. z o.o., Warsaw
- taking care of the company's image;
 - building and maintaining good relationships with business and individual clients.

EDUCATION

- 08.2022 – 10.2022 ○ **Nokia Academy – course**
Integration & Verification Engineer
- 10.2018 – 10.2020 ○ **University of Warsaw**
Major: International Relations
Specialty: Modern Diplomacy
Academic degree: Master's degree
- 10.2015 – 07.2017 ○ **University of Warsaw**
Major: International Relations
Academic degree: Bachelor's degree