



Anastasiia Nykytiuk

WORKING EXPERIENCE

Specialist in recruitment – Warsaw, Poland

KAAL Sp. z o.o.

06.2023 - nowadays, full-time

- Conducting recruitment processes in accordance with employer requirements
- Managing and completing employment-related documents
- Interviews and consultations with job candidates

Editor/Copywriter – Kyiv, Ukraine

Nongovernmental organization „Misto.reboot”

01.2023 - 06.2023

- Creating texts and slogans;
- Editing and transcribing texts;
- Collaborating with the team.

English tutor – Kyiv, Ukraine

European Center of Foreign Languages (ECFL)

10.2022 - 01.2023, part-time

- Conducting educational classes;
- Assessing knowledge through quizzes and tests;
- Planning and delivering lessons;
- Communicating with parents/guardians.

SMM-manager – Kyiv, Ukraine

“Pilates Bar”

09.2020 - 02.2021

- Copywriting;
- Managing social media accounts;
- Reporting;
- Social media analytics and optimization;
- Social media monitoring;
- Providing content for social media channels.

LANGUAGES

English- B2

Polish- B2

Ukrainian— native

CONTACTS

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Warsaw, Poland

EDUCATION

Bachelor of Arts in Ukrainian language and literature

- Ukrainian National Drahomanov University
2020 - 2024

Bachelor in Administration

- University of Warsaw
2023 - 2026

Organization of film and TV production

- ROE School in Warsaw
2024 - 2026

ADDITIONAL QUALITIES

- Operation of computer programs, including MS Office
- Operation of office equipment
- Entrepreneurship
- Ability to work in a team
- Creativity
- Independence in action