



ROKSOLANA MONASTYRSKA



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[LinkedIn](#)

I am an individual with strong hard and soft skills that I use in both my professional and academic endeavours. I am hardworking and have a clear vision of my goals in life. I actively participate in various activities aimed at creating a brighter future for people.

EDUCATION

INTERNATIONAL RELATIONS

Bachelor of International Relations

Collegium Civitas | 2022 - 2025

📍 Warsaw, Poland

EXPERIENCE

October 2023 - Present

OFFICE WORKER | NOVARIS LTD.

📍 Warsaw, Poland

- I am responsible for receiving, sorting, classifying, and archiving documents.
- Creating and updating databases or computer systems related to documentation.
- Receiving, sorting, and distributing postal and electronic correspondence.
- Providing support to the HR department in dealing with the CRM system, for example, completing the database of potential workers.
- Assisting in planning and executing projects, including gathering information, preparing materials, and coordinating with colleagues.
- Assisting with posting job announcements on the company's page using WordPress.
- Responsibility for analyzing various offers for the company.

March 2023 - August 2023

MANAGER | EURO EDU GROUP STUDIX.EU LTD.

📍 Warsaw, Poland

- Involving in managing the recruitment process for candidates from Ukraine for studies throughout Poland.
- I was responsible for receiving, sorting, classifying, and archiving documents.
- Operating electronic recruitment systems for universities and maintained regular contact with them.
- Maintaining constant communication with clients.
- Ensuring the completeness of documentation and its smooth circulation throughout the recruitment process.
- Preparing and sent documents related to the recruitment of candidates from abroad.
- Handling incoming phone calls and emails, directing them appropriately and responding to inquiries.

VOLUNTEER EXPERIENCE

May 2023 - Present

TRANSLATOR FROM POLISH TO UKRAINIAN, TRANSLATOR FROM UKRAINIAN TO POLISH | UKRAIŃSKI DOM

📍 Warsaw, Poland

- Translating of medical documentation both in Polish and Ukrainian.
- Assisting with various cultural events organized by the organization.

June 2023 - July 2023

POLISH LANGUAGE TEACHER | RIO EDU CENTRUM

📍 Warsaw, Poland

- Conducting Polish language lessons for children from Ukraine at the A1 level.
- Preparing various interactive activities to encourage children to learn.
- The group consisted of about 10 people.
- Teaching the language through boarding games.

March 2022 - May 2022

TRANSLATOR FROM POLISH TO UKRAINIAN, TRANSLATOR FROM UKRAINIAN TO POLISH | MULTICULTURAL CENTRE IN WARSAW

📍 Warsaw, Poland

- Translating various conversations both in Polish and Ukrainian, for example, with lawyers.
- Helping people fleeing war find shelter.
- Distributing meals to those in need.
- Providing information over the phone to newly arrived individuals.
- Looking after children while their parents were absent.
- Assisting in organizing events conducted by the centre.
- Helping people find employment.

ACTIVITIES

October 2023 - Present

PRESIDENT | STUDENT BOOK CLUB "BOOKWORMS"

📍 Collegium Civitas

- Along with my friend, we are the founders of a club at our university.
- Organising monthly book discussions.
- Handling cooperation between our club and other student initiatives.
- Overseeing the documentation of our club.
- Managing the club's budget.
- Overseeing that all branches of the organization operate smoothly.

October 2023 - Present

MENTOR | PROGRAM BUDDY CC

📍 Collegium Civitas

- I am a mentor for two person (two Ukrainian newly students in my university).
- Assisting in providing all necessary information about the university and living in Warsaw.
- Helping with different issues e.g., finding accommodation, Polish administration, public transport, classroom technicalities.
- Taking part in different events organized by organization.

October 2022 - Present

MEMBER | SCIENCE CLUB "EUROPEAN UKRAINE"

📍 Collegium Civitas

- Participating in organizing webinars (I was responsible for the technical side).
- Involving in organizing our first panel discussion on the first anniversary of the war in Ukraine.
- Organizing an integration trip to Zakopane, Poland.
- Leading one of the groups on the trip.

March 2023 - December 2023

UKRAINIAN LANGUAGE TEACHER

📍 Online

- Teaching 2 Poles Ukrainian language and culture.
- Creating lectures and educational materials independently.

LANGUAGES

Ukrainian - native

Polish - C1

English - B2

SKILLS

- Teamwork.
- Emotional Intelligence.
- Problem-solving.
- Time management.
- Leadership.
- Adaptability.
- Critical Thinking.
- Flexibility.

By submitting my CV and personal information, I hereby consent to the processing of my personal data included in the submitted documents for the purpose of recruitment processes pursuant to the General Data Protection Regulation (GDPR) and any other relevant data protection laws.