




**Inna  
Boiko**

Date of birth: 12/05/1980

Nationality: Ukrainian

Gender: Female

## CONTACT

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## ABOUT ME

Consultant on human resources, business training and soft skills development. Expert in social entrepreneurship. Specialization: human resources management and change management, methodology for developing and conducting trainings on management consulting.

Qualification:

- Education / training: master's degree or similar degree in economics, finance, economic development, public administration or similar;
- Language: Ukrainian - fluent, Russian - fluent;
- General professional experience: at least 5 years of relevant experience and provision of business consulting services to various private and public sector organizations (minimum requirement);
- Special professional experience: significant experience in providing BDS to various public and private sector organizations in eastern Ukraine, including MSMSE.

## WORK EXPERIENCE

**05/11/2021 – 10/12/2021 – Kyiv, Ukraine**

### Business Development Consultants

Institute of management consultants of Ukraine (CMC-UKRAINE)

The project Fostering economic participation of vulnerable groups including IDPs in the Sea of Azov region for Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

- Business plan assistance

**06/12/2021 – 31/01/2022 – Kyiv, Ukraine**

### Business Development Consultants

ADDVALUEASSETS Ltd

The project Fostering economic participation of vulnerable groups including IDPs in the Sea of Azov region for Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

- Business plan assistance

**10/08/2021 – 25/02/2022 – Irpen, Ukraine**

### Intercultural communication consultant

Regional Union of Youth (RUNY)

The project "Peace Building and Conflict Resolution in Ukraine – Step Forward" project, implemented with the support of the German Federal Foreign Office's funds by IFA (Institut für Auslandsbeziehungen), Funding programme zivik.

Dissemination of world practice Local peace committees advising non-profit organizations and promoting inclusive peacebuilding, dialogue and mutual understanding

**20/06/2021 – 20/11/2021 – Kyiv, Ukraine**

### Corporate trainer

Consortium for Enhancement of Ukrainian Management Education — CEUME

'Qualification 2030' training programme for project Integrated Urban Development in Ukraine. Commissioned by: German Federal Ministry for Economic Cooperation and Development (BMZ), Swiss State Secretariat for Economic Affairs (SECO).

Coach and train the employees of the city council stress and conflict management, mindfulness techniques, leadership and teambuilding.

**19/12/2019 – 25/04/2021 – Kyiv, Ukraine**

### Business coach

Alliance for civil rights

The Mental Health for Ukraine (MH4U) project is financed by the Swiss Agency for Development and Cooperation, to assist the Ukrainian government

Assistance and facilitate increased delivery of mental health services within the community. Trainer of a course for trainers and facilitators on conducting Mental Trek activities within the framework of the (MH4U).

**08/08/2020 – 10/02/2021 – Kharkiv, Ukraine**

### **Business coach**

Kharkiv Professional Development Foundation

The project "Promotion of Social Infrastructure Development (USIF VI)" Program "Promotion of Employment of IDPs and Local Residents". Donor: German Government through KfW)

Training of 26 representatives of local self-government bodies of the communities of Eastern Ukraine on adaptation and integration of IDPs

Provided 12 professional consultations on the management of social infrastructure development strategies in the communities of the Zaporizhia region.

**01/08/2018 – 20/04/2021 – Kyiv, Ukraine**

### **Management Consultant**

Consortium for Enhancement of Ukrainian Management Education — CEUME

Development of soft skills of civil servants from the Ministry of Finance and the State Fiscal Service within the Project "Effective Public Finance Management" implemented jointly with the Ministry of Finance of Ukraine and GIZ under the Association Agreement with the EU and the Memorandum of Cooperation with the IMF, Public Finance Management Reform Strategy etc.

Performed a qualitative analysis for the assessment and diagnosis of management communications in the Ministry of Finance and the State Fiscal Service "

Short-term and long-term solutions based on evaluation results are recommended.

Solutions have been implemented to increase the efficiency of communications, the productivity of structural units and the professionalization of the staff base.

Conducted weekly business coaching seminars and events to engage the Ministry of Finance's management staff in implementing PFM reform, through changes in the management system through the development of new corporate standards and the introduction of a new model of internal learning and development.

**03/01/2019 – 30/11/2019 – Zaporizhzhia, Ukraine**

### **Project manager**

ZNGO "CCD "Professionals"

"Business Women's Space – the Coworking Centre for Supporting Social Innovations, Women Entrepreneurs and Start-up Companies"

This Project is funded by the Government of Canada through Global Affairs Canada (GAC) and is implemented as part of PLEDDG Project operation under the Memorandum of Cooperation on Implementation of the Partnership for Local Economic Development and Democratic Governance Project in the city of Vinnytsia between the Federation of Canadian Municipalities and Zaporizhia City Council .

Ensuring operation of the Coworking Centre for women with children in Zaporizhia.

Provide assistance to women in starting their own businesses and encouraging entrepreneurial activity based on digital technologies by establishing

Project management and implementation on time, within the budget and achieving its goals in full.

**25/07/2017 – 11/11/2017 – Sarajevo, Bosnia and Herzegovina**

### **Internship participant**

Peace Academy

Internship and project participation "Role of the government, civil society, and private sector in helping internally-displaced people (IDPs) gain employment" , Bosnia & Herzegovina.

Training and mastering skills for successful development, implementation and monitoring of initiatives aimed at promoting employment and business opportunities for IDPs and other people affected by the conflict in Ukraine. Gaining experience in creating a sustainable infrastructure and environment for business development and employment of IDPs and other people affected by the conflict.

**12/06/2012 – CURRENT** – Zaporizhzhya, Ukraine

### **Executive Director**

NGO “Career Development Centre “Professionals”

- Assisting 50+ clients to improve their satisfaction in life by achieving personal and professional goals. Counseling clients in problem-solving strategies
- Conducted 100+ self-development related workshops and webinars
- Teaching stress management and mindfulness techniques Introduced new educational technology and procedures to educators at the high school and college levels.
- Hosted several successful seminars that resulted in new clients and more revenue

## EDUCATION AND TRAINING

**18/05/2021 – 25/12/2021** – Kyiv, Ukraine

### **Certified Management Consultant (CMC) ISO 20700**

Institute of management consultants of Ukraine (CMC-UKRAINE )

**12/12/2019 – 05/05/2020**

### **Certificate Program "Online education for sustainable development"**

Ukrainian School of Government

**10/04/2018 – 04/01/2019** – Lviv

### **Certified ToP facilitator**

ICA Ukraine and ICA Associates Inc.(Canada)

**03/05/2011 – 10/10/2011** – Donetsk, Ukraine

### **Certificate Program "Organization and Personnel Management"**

Business School RFC of Open University

**07/02/2018 – 18/09/2018** – Kyiv

### **MBA in Project Management**

Consortium for Enhancement of Ukrainian Management Education

<http://ceume.org.ua/>

**19/04/2017 – 04/09/2017**

### **Certificate Program “Social Entrepreneurship”**

East Europe Foundation

**01/09/1997 – 25/06/2002** – Zaporizhzhia, Ukraine

### **Master of Philology**

ZAPOROZHYE STATE UNIVERSITY

## DIGITAL SKILLS

Microsoft Office / Outlook / Google Drive / Social Media / Facebook / Zoom / Skype / LinkedIn / Google Docs

## COMMUNICATION AND INTERPERSONAL SKILLS

● **Teamwork, Active listening, Communication, Conflict resolution, Decision making, Leadership, Relationship building, Mediation Problem-solving**

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Ukrainian

**OTHER LANGUAGE(S):**

**English**

**Listening**  
B1

**Reading**  
B1

**Spoken  
production**  
A2

**Spoken  
interaction**  
A2

**Writing**  
A2

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